

**ORGANIZATION
&
FUNCTIONS
MANUAL
2003**

**98th AREA SUPPORT GROUP
WUERZBURG**



BASE SUPPORT BATTALIONS

**235th BSB
Ansbach**



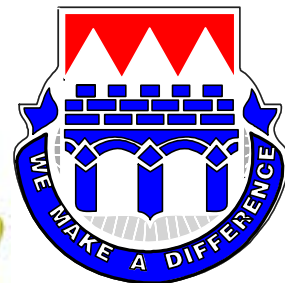
**279th BSB
Bamberg**



**280th BSB
Schweinfurt**



**417th BSB
Kitzingen**



**This manual contains links to
Transformation of Installation Management (TIM), Installation Management Agency (IMA),
Organization & Operation (O&O) Plans - Round 2 -**

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PART I INTRODUCTION



Installation Management Agency (IMA)

IMPLEMENTATION TIMELINE

IMA is transforming installation management methodically to ensure all major commands (MACOM) and proponents worldwide are included, phasing major components of the transition in over a two-year period:

- Effective October 1st, 2002, IMA Headquarters, in Arlington, VA, formally activated; its seven regional offices, four in the continental U.S. and three overseas.
- During fiscal year 2003, the former MACOM workforce will remain in its current locations, shifting focus to support IMA regional offices. Funds will be fenced and major commands will serve as "bankers" for IMA installation resources under the operational control of the Regional Directors.
- Garrisons will remain on MACOM organizational documents during fiscal 2003. Garrison commanders will be rated by the respective IMA Regional Director and senior rated by the Commanding General over the Installation.
- In fiscal 2004, IMA Headquarters will fund garrisons directly and garrisons will be moved to the IMA organizational document.
- By fiscal 2005, the redesign of IMA business processes will be completed and regions will be staffed with end-state authorizations.

ACTIVATION

1 October 2002 — A new Flag was unfurled to the public in the Pentagon Courtyard officially activating the U.S. Army Installation Management Agency.

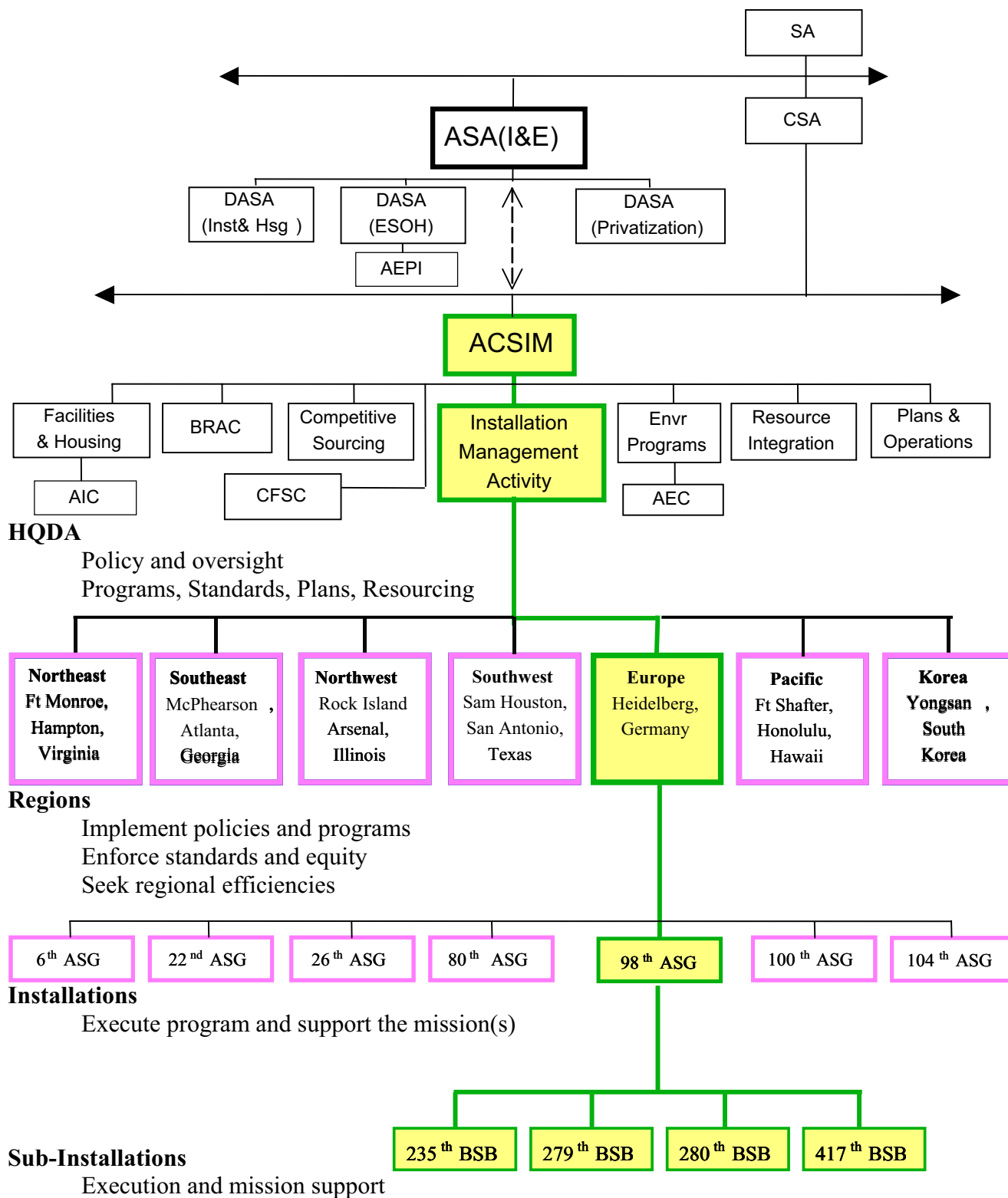
Secretary White spoke to a crowd of Congressional delegates, Army members, and civilians in attendance to witness this first in a series of initiatives coming to fruition that will transform the way the U.S. Army "trains, equips, fights, and cares for its people".

Ceremonies to activate the seven IMA Region Offices of the Installation Management Agency held on 7 October 2002.

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PART I INTRODUCTION

Installation Management Structure

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**ORGANIZATION
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**PART I
INTRODUCTION**

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PART I INTRODUCTION

PART I

INTRODUCTION

1. SUMMARY.

a. This manual is based on the implementation of the EURO Installation Management Agency (IMA) Region, the United States Army, Europe Base Operations (USAREUR/EURO IMA BASOPS) Macro Review, the approved Most Efficient Organization (MEO) study results, and the FY03 Resource and Endstrength Guidance.

2. ASSESSMENT OF THE 98TH ASG O&F MANUAL AND THE DA IMA ORGANIZATION AND OPERATIONS (O&O) PLANS.

a. As part of the Transformation Installation Management (TIM) implementation process, IMA O&O plans were established to align with key TIM decision/guidance and personnel resourcing restrictions of the HQDA IMA and its worldwide Regions. The O&Os were expected to:

- Identify the Service Base Costing (SBC) codes and definitions where applicable.
- Clearly identify whether the function is a part of TIM and is on the GC TDA, or resides with a Mission Commander.
- Identify the operational and organizational characteristics and capabilities at the Installation, Region, Installation Management Agency (IMA) and Major Command (MACOM) levels.
- Articulate the pacing items where applicable/available and the manning requirements to stand up the IMA and the seven IMA regions.
- Identify from what areas manpower spaces will come.
- Identify the proponent ARSTAF, proponent Secretariat staff, and other offices and agencies that support the execution of the mission/function/service.
- Identify all corresponding regulations requiring updates to reflect these changes in the operation and funding throughout the Army.

b. Solicitation of 98th ASG input has provided the following general consensus.

- The O&Os contain increased workload and reporting requirements without additional resources.
- The O&Os allude to a false assumption that all installations operate similarly enough to be classified as small, medium, or large for staffing. Installation and program uniqueness requires recognition, and should be staffed accordingly. Each installation has distinctive tenants, missions, and activities. The approach taken by TIM provides a great margin of error, and results in duplication in some areas while providing insufficient staffing in others.
- There are disconnects in manpower requirements/authorizations between stated O&Os and what is actually appearing on draft TDA documents for the regions (one above the ASG level).
- Standard levels of service are referred to, but there is a lack of standard level of service definitions.

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PART I INTRODUCTION

c. Major Commands have submitted comments and suggestions for further review. The O&Os are currently a flexible ongoing process that will continue as updates and revisions are received from proponents. It has been recommended that they remain flexible documents until working experience is achieved, which will more accurately reflect what installations do.

d. The 98th ASG directorate and programs' contributions have been noted. The 98th ASG O&F Manual will also be updated as TIM O&Os are revised to reflect accurate installation missions.

3. CONTENTS.

The Organization and Functions (O&F) notebook consists of six parts, with potential for additional parts:

a. **Part I - Introduction**

This part provides general and detailed information on the manual.

b. **Part II - ASG Organization and Functions**
Part III - BSB Organization and Functions
Part IV - AST Organization and Functions

c. **Part V - Appendixes**

It is the organization's prerogative to include additional information warranted to provide full, continuing descriptions of services, programs, and/or relationships. Policy letters, fact sheets, etc., which directly relate to the organization's operations and management may also be included.

d. **Part VI - Miscellaneous Information**

(1) A distance chart depicts the geographical location of the IMA EURO Region and HQ USAREUR/EURO IMA (Heidelberg), V-Corps (Heidelberg), and the 98th ASG (Wuerzburg) with the four BSBs (Ansbach, Bamberg, Schweinfurt, Kitzingen); the main roads (Autobahn and Bundesstrasse); and the distance in miles from Wuerzburg.

(2) The history of the 98th ASG.

(3) A short description of the four BSBs.

(4) An history of the 1st Infantry Division.

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PART I INTRODUCTION

4. DETAILED INFORMATION.

a. Numbering

Each O&F narrative section is numbered in synchronization with its assigned TDA paragraph number. Each section is entered on individual pages for ease of update and in recognition of the potential for change (e.g., conversion to contract performance, reorganization of the TDA, changes in Army policy on functional alignments, etc.).

b. Diagrams

It is relatively easy to "get lost" in the O&F narrative section. The TDA paragraph numbering is the guide. Although most of the directorates are shown only to the division level, directorates such as the DCA, DPW, and S-4 provide more extensive detail as far as branch and section levels. Therefore, the charts are available as another quick reference device to navigate organization matters.

c. Update of the Manual

The TDA section II, Personnel Allowances, is the key. When organizations are officially documented for change during the Management Of Change (MOC) windows, to include consolidations or the addition or deletion of Branches, changes to the manual may be initiated by the DRM. The DRM is the functional proponent for the O&F Manual. The functional write-ups should remain current with the approved TDA organization. Updates as needed are submitted for publication to the DRM by the appropriate functional proponent.

5. GENERAL INFORMATION.

a. Common Functions

Certain efforts common to most staff elements have been identified, consolidated, and placed in an appendix. Reference is then made to the appendix rather than repeatedly listing the same functions for each office. Common areas identified include administration (Appendix B) and Sergeant Major activities (Appendix C). In addition, each organizational element is responsible for implementing adequate Management Control Procedures (MCP). Appendix D contains a general statement that defines the nature of these responsibilities.

b. Acronyms

Acronyms are only identified if the defining term is used more than once in the manual. Definitions may be found in the Glossary at Appendix A.

c. Organizational Chart

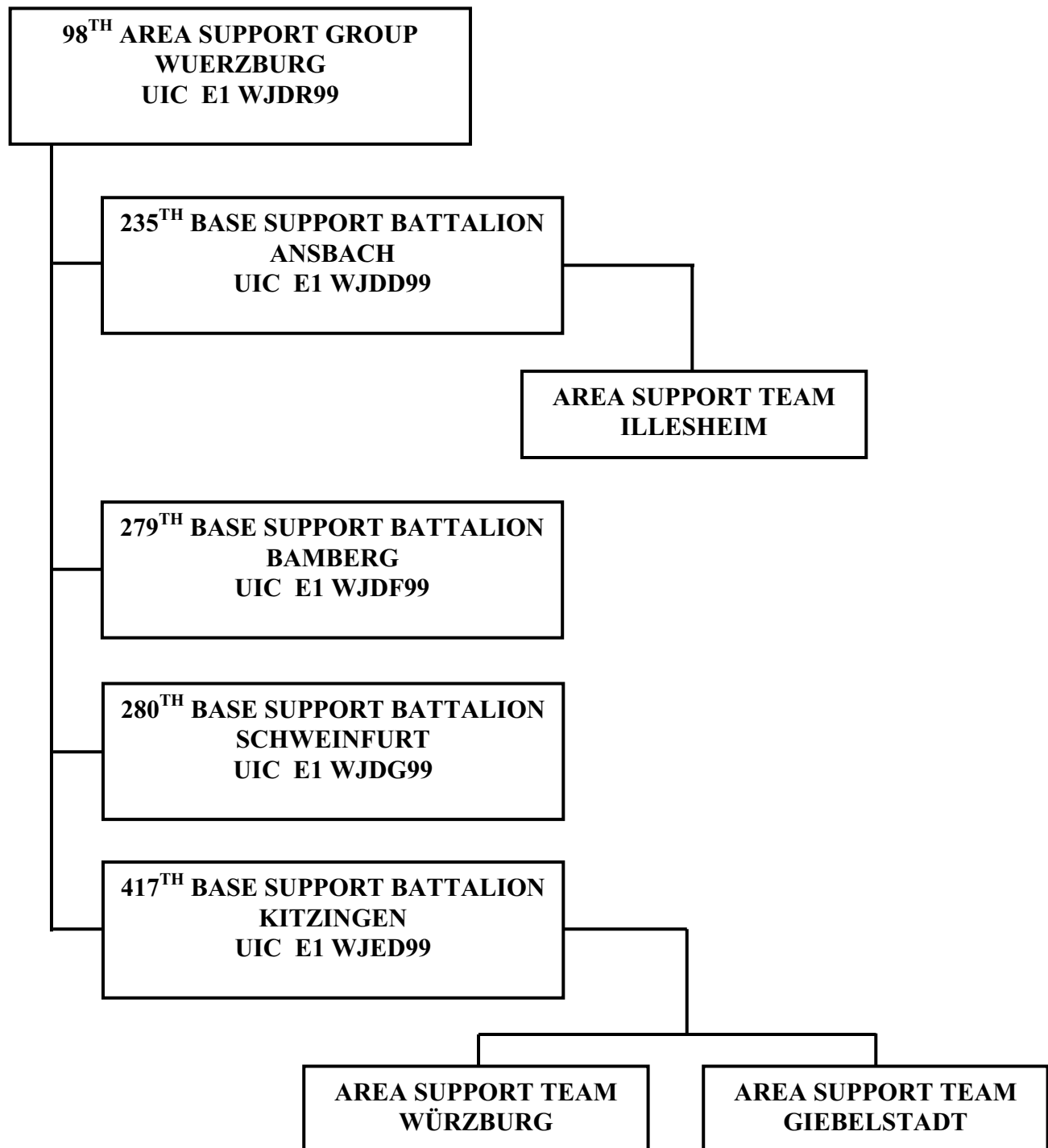
The organizational chart depicted on the following page shows the overall Area Support Group (ASG) structure.

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PART I INTRODUCTION

**98TH AREA SUPPORT GROUP
WUERZBURG**

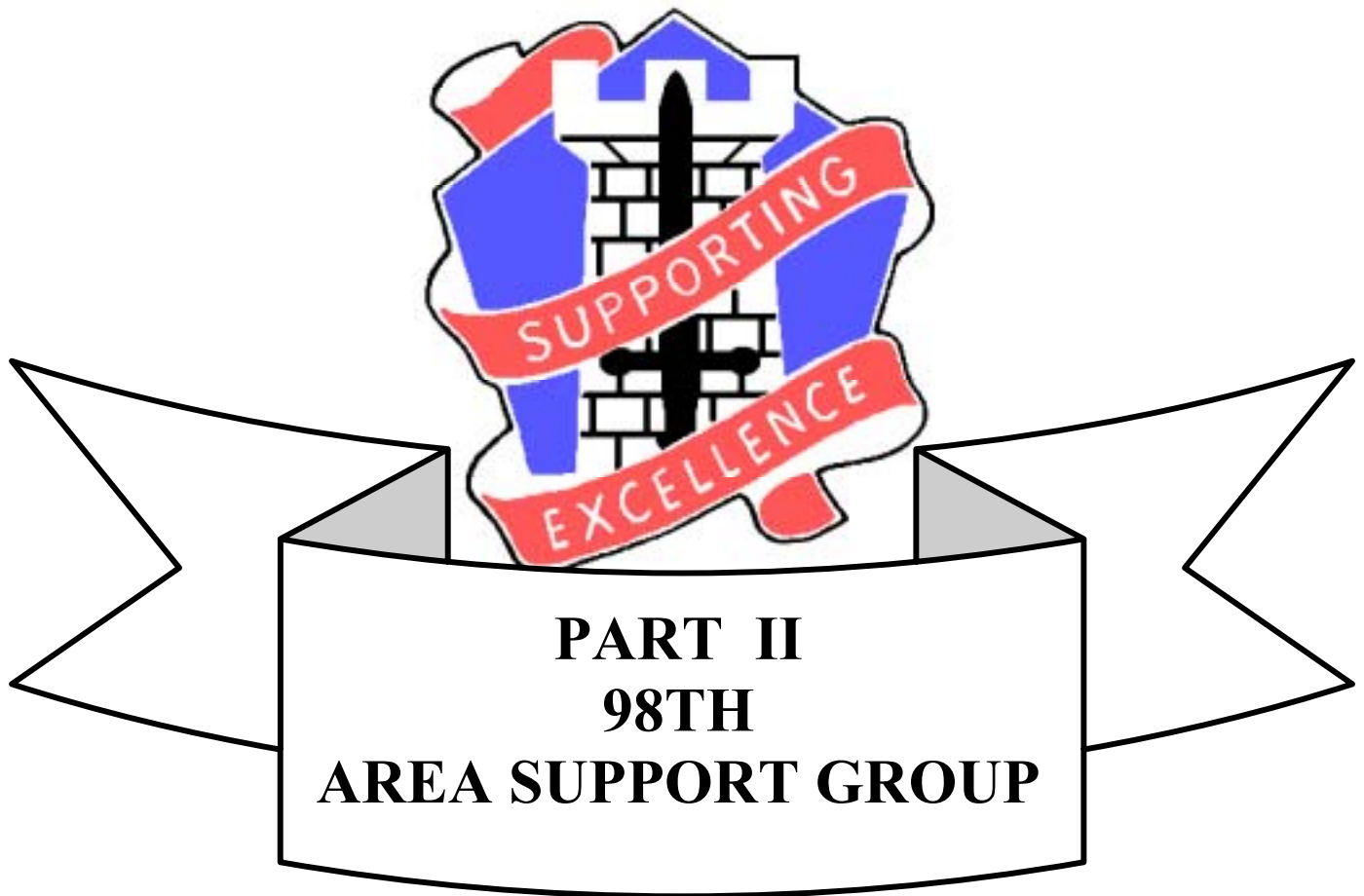
ORGANIZATIONAL CHART



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**PART II
98TH
AREA SUPPORT GROUP**

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98TH AREA SUPPORT GROUP MISSION

The 98th Area Support Group conducts sustaining base operations, providing installation management and command, control, and communications (C3) to all U.S. Government agencies within the Area of Responsibility (AOR) as specified by current agreements; plans for and executes deployment/redeployment support, reception, onward movement, and integration of forces in and out of the AOR; implements security measures according to higher headquarters force protection programs; and ensures the readiness and well-being of assigned and attached personnel. On order, becomes OPCON to the CG, 21st TSC, to support deployment and redeployment operations.

98th ASG VISION

To provide robust communities in which people and organizations can train, work and live.

Maximize mission readiness and quality of life.

Do it better every day.

98th ASG Mission Essential Task List (METL)

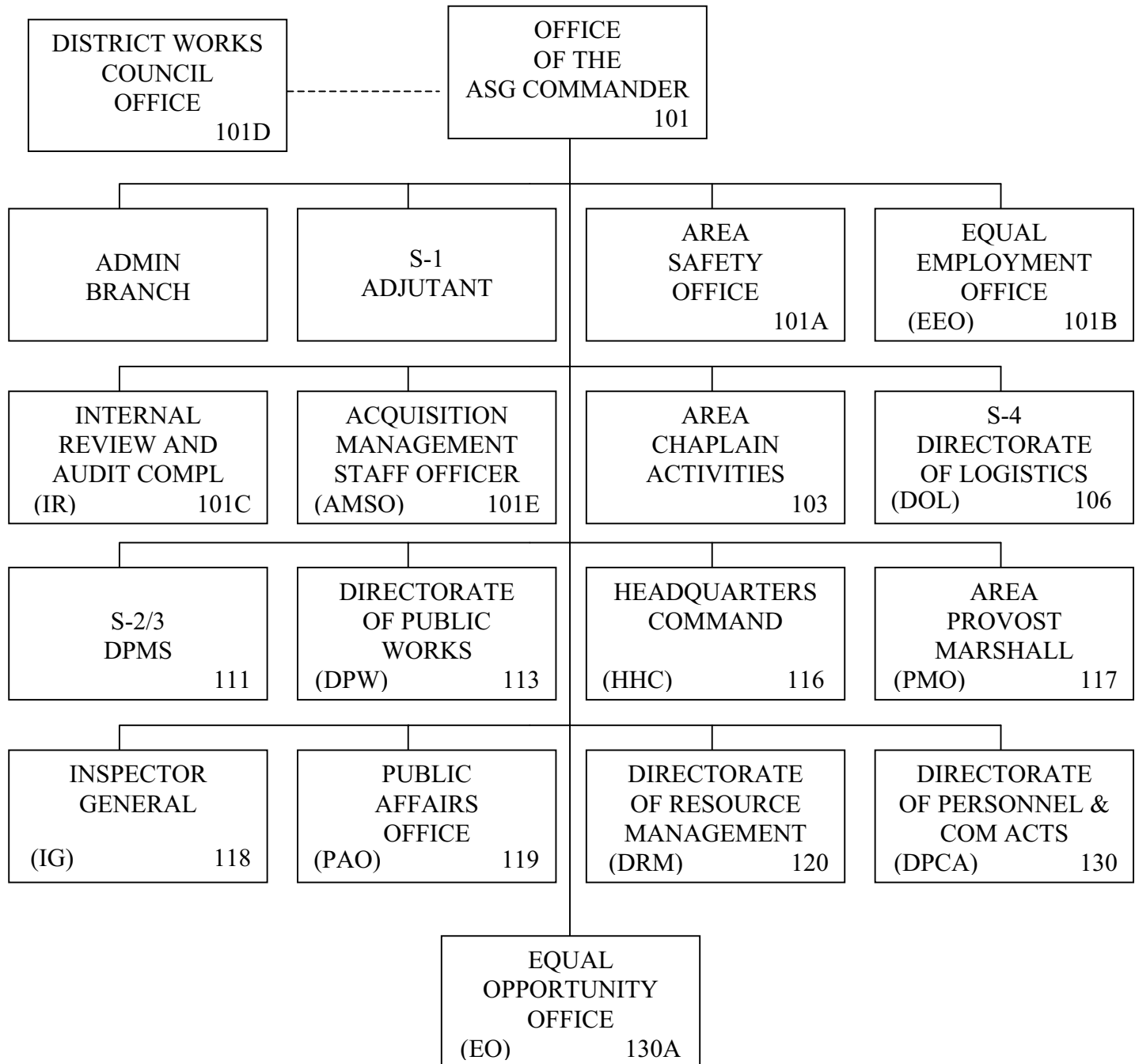
- Provide a trained and ready military and civilian workforce.**
- Maintain and support positive host-nation relations.**
- Conduct power-projection operations (deployment support); expand area support for contingency operations as required.**
- Provide installation management support within the AOR, including force protection, training and education, housing, health care, and community support and services.**

TEAM OF TEAMS

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PART II AREA SUPPORT GROUP

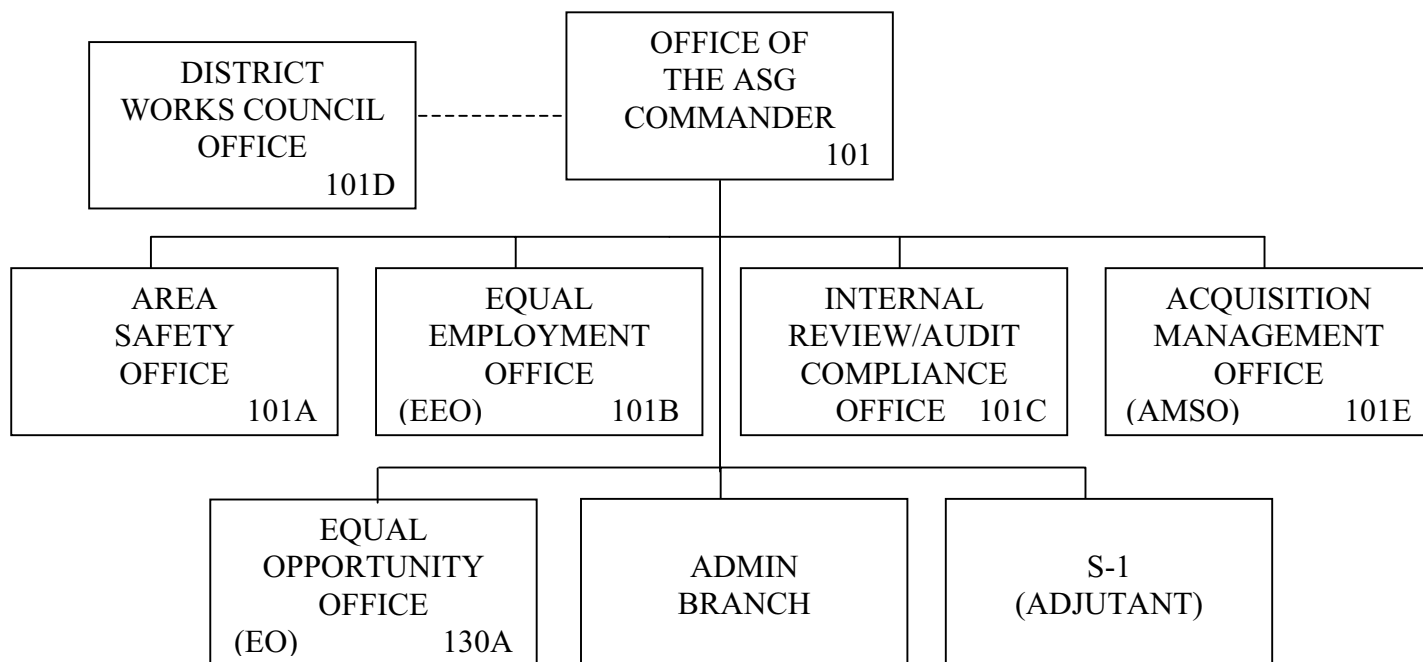
**98TH AREA SUPPORT GROUP
ORGANIZATIONAL CHART**



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PART II AREA SUPPORT GROUP

SECTION 1 - THE COMMAND GROUP.



MISSION

Coordinates the General and Special Staffs to accomplish all ASG assigned missions.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

101. OFFICE OF THE ASG COMMANDER.

Responsible for the accomplishment of all assigned missions of the ASG.

ASG COMMANDER

- a. Directly responsible to USAREUR/EURO IMA for the base support operations for the ASG and subordinate Base Support Battalions (BSBs).
- b. Represents ASG management in discussions with the Area Works Council.
- c. Serves as chairman of the ASG Budget Advisory Group.
- d. Visits ASG units, BSBs and ASTs whenever possible.

PART II AREA SUPPORT GROUP

BASE OPERATIONS MANAGER

Formerly called **EXECUTIVE OFFICER (XO)**

- a. Serves as the principal coordinator of the General and Special Staffs.
- b. Ensures that the orders and instructions of the ASG Commander are executed IAW his/her plans, directions, and policies.
- c. Represents the ASG Commander when directed.
- d. Greets and briefs, when appropriate, senior military and civilian dignitaries.
- e. Maintains the list of missions and tasks to be accomplished by the ASG.
- f. Acts as Command Group POC for BSBs on requests for information and support of problem resolution not requiring the Commander's attention.
- g. Plans, coordinates, and conducts periodic staff calls.
- h. Chairs all external audit in- and out-briefings. Monitors the status of audits and the impact on the ASG during their conduct.

COMMAND SERGEANT MAJOR (CSM).

Serves as the principal assistant to the ASG Commander for all matters pertaining to enlisted members in the ASG.

- a. Implements and supervises HQDA and CINCUSAREUR/EURO IMA initiated NCO professional development programs.
- b. Facilitates identification, development, and employment of NCO potential and capability.
- c. Enforces standards of professional and personal conduct.
- d. Manages the ASG's Sergeant Morales' program.
- e. Manages the BOSS program.
- f. Manages the NCO development program.
- g. Manages the SORT program.
- h. Serves as the principal assistant to the Command Group and staff on enlisted matters pertaining to the implementation of ASG objectives to include training, personnel issues, discipline, and EO.
- i. Acts in the name of the ASG Commander to correct observed discrepancies in ASG operating practices and performance methods which adversely effect the enlisted soldier.
- j. Represents the ASG Commander as directed.

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PART II AREA SUPPORT GROUP

S-1 / ADJUTANT.

Advises the ASG Commander and staff on DODDS related issues, administrative matters and military personnel management activities. Provides supervision of the personnel management function throughout the ASG with emphasis on operational readiness, strength management and casualty operations. Develops, reviews, and/or coordinates contingency plans for S-1 activities throughout the ASG. Provides technical advice for BSB S-1 activities.

Military Personnel Branch.

a. Develops, coordinates, implements, and monitors policy and procedures for military personnel action within the ASG area of responsibility.

(1) Screens, prepares and processes all enlisted and officer actions for the ASG Commander's signature and forwards them up to the appropriate approval authority.

(2) Screens and processes all enlisted/officer evaluations requiring the ASG Commander's signature and forwards them to the Personnel Services Detachment or DA PERSCOM.

b. Processes extradition of soldiers pending charges by U.S. civilian authorities.

c. Reviews award recommendations for compliance with regulatory and local requirements and forwards to the ASG Command Group for final decision. Prepares and reviews award certificates for signature by the ASG Commander and publishes appropriate orders. Coordinates with 1st PERSCOM on those awards which have been forwarded for final action by the DCG USAREUR/EURO IMA.

Adjutant Operations.

a. Monitors administrative services support throughout the ASG. Conducts staff assistance visits and provides technical advice and assistance.

b. Edits, reviews, and authenticates command correspondence of those staff elements that do not have "FOR THE COMMANDER" signature authority.

c. Supervises casualty reporting and casualty assistance within the ASG; serves as POC with 1st PERSCOM on casualty-related matters for ASG assigned soldiers, other soldiers, family members, and retirees within the ASG footprint.

d. Processes and monitors HQDA Congressional and special inquiry correspondence on behalf of the ASG commander. Processes and monitors letter of indebtedness cases.

e. Acts as strength manager for all ASG soldiers and officers.

f. Monitors the Voting Assistance Program. Coordinates and oversees all Army campaigns (AER, CFC, Savings Bonds) and acts as the Retirement Services Officer.

PART II AREA SUPPORT GROUP

101A. AREA SAFETY OFFICE.

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Safety

[a95. Installation Safety & Occupational Health](#)

- a. Principal staff advisor, technical consultant, and program director for the ASG Commander and staff in planning, developing, organizing, implementing, and evaluating the ASG and its subordinate Base Support Battalions' Safety and Occupational Health Programs to include ground, aviation, and explosives safety.
- b. Directs, manages and administers a comprehensive occupational safety and health (OSH) program.
- c. Serves as focal point for managing and coordinating implementation of the Safety and Occupational Health Interface (SOHI) program.
- d. Provides for the establishment, interpretation, and implementation of safety policies, plans, and procedures for conducting safety programs at all levels.
- e. Provides consolidated guidance, technical supervision, program direction and oversight of BSB SOH programs and accident prevention efforts.
- f. Provides technical and professional assistance to eliminate or control unsafe behavior and environmental conditions.
- g. Assists commanders in determining the numbers and qualifications of personnel as well as ensuring the continued high quality training necessary to ensure an effective accident prevention effort. Provides advice and assistance to safety career program personnel on career opportunities and professional development. Serves as the activity career program manager for the Army Civilian Career Program for Safety Management.
- h. Develops consolidated safety budget requirements. Assists in determining safety staffing, resource and training needs.
- i. Assists in the development of standardized Mission Essential Task Lists (METL) for tactical mobilization/deployment support.
- j. Assists commanders in conducting effective and highly realistic training by providing safety and risk management services.
- k. Conducts system safety reviews of major facility construction and renovation projects to include contract reviews.
- l. Evaluates safety program implementation during Command Organization Inspection Program (COIP) inspections. Conducts surveys and inspections of accident prevention programs and activities.

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PART II AREA SUPPORT GROUP

m. Develops safety countermeasures based on accident and injury experience. Conducts surveys/studies to identify systemic causes or trends.

n. Manages the installation hazard abatement plan to include input of Risk Assessment Codes (RACs) generated by occupational health personnel. Coordinates and assists in obtaining funds to mitigate hazards.

o. Performs liaison with the Installation Medical Authority (IMA) on resource requirements to support the OSH Program.

p. Publishes guidance and encourages participation in the safety awards and incentive program. Determines the need for, as well as the procurement and distribution of safety promotional and educational materials.

q. Ensures accidents and compensation claims are investigated, analyzed, and reported. Provides technical assistance in accident investigating and reporting to ensure accuracy and completeness.

r. Ensures the ASG Safety Program incorporates all essential elements to support the BASOPS mission: industrial safety, hazard communication, child care, school safety, environmental safety, explosives and ammunition storage, range, MWR safety, radiation protection, airfield and heliport safety, family safety, tactical mobilization and deployment, motor vehicle, and public safety.

s. Develops programs and conducts training to enhance the safety of family members in on- and off-post environments.

t. Establishes and maintains liaison with other military services, Federal and civilian agencies, and host nation agencies to ensure cooperation on matters of mutual concern.

u. Aviation.

(1) Advises the ASG Commander on airfield, heliport, helipad, Limited Use Helicopter Landing Sites (LUHLS) and flight operations matters.

(2) Provides technical assistance in ensuring review and funding for construction projects pertaining to airfield operations are properly coordinated and implemented.

(3) Evaluates airfields, heliports, helipads, and LUHLS to ensure compliance with design requirements and determine if a requirement for the LUHLS still exists.

(4) Provides technical and professional assistance regarding the condition of airfields, heliports, and helipads in coordination with local DPW representatives, BSB Safety Offices, ASTs, and representatives of supported aviation units. Ensures that known hazards are eliminated or controlled. Initiates or reviews maintenance and construction requests for airfields and helipads.

(5) Assists in the implementation of the Army Aviation Standardization Program (AASP) within the scope of flight operations, with participation on the aviation standardization committee.

(6) Monitors all joint use agreements for use of airfields by host nation and/or nonappropriated fund flying clubs and organizations. Ensures compliance with all flight operations procedures by host nation organizations.

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PART II AREA SUPPORT GROUP

- v. Conducts assessment of permit or license applications, waivers, or exemptions pertaining to range operations and the use, storage, handling of ammunitions, explosives, radioactive materials, and other hazardous/classified materials.
- w. Provides recommendations to management on integrating safety and health into Total Quality Management (TQM).
- x. Represents the Commander and staff in meetings, conferences, and other forums pertaining to safety and occupational health as required, or as directed.
- y. The installation safety office conducts or coordinates training regularly or on a periodic basis as needed.

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PART II AREA SUPPORT GROUP

101B. EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE.

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

EEO

[a92. EEO](#)

Assists the Command Group by ensuring that Equal Employment Opportunity (EEO) and fair treatment is provided to all U.S. citizen civilian employees and applicants for employment in the ASG and subordinate BSBs through policy guidance, EEO training, affirmative action, and EEO discrimination complaints monitoring.

- a. Provides program leadership and management to ensure total EEO for all persons without regard to race, color, religion, sex, national origin, age, or physical or mental handicap.
- b. Serves as the principal advisor to the ASG Commander regarding the civilian EEO program.
- c. Provides general supervision of EEO programs including Federal Women's, Hispanic Employment, and Black Employment programs.
- d. Exercises technical supervision over personnel designated to perform EEO Officer functions in subordinate BSBs and assists in evaluating performance in these roles.
- e. Monitors the processing of complaints of discrimination throughout the ASG footprint, and ensures the adherence to established time limits of the complaint process.
- f. Prepares and evaluates reports on the effectiveness of EEO program activities.
- g. Provides information concerning program status and coordinate activities' resources.
- h. Interprets and applies the most current Office of Personnel Management (OPM), DA, and HQ USAREUR/EURO IMA regulations pertinent to the EEO program.

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PART II AREA SUPPORT GROUP

101C. INTERNAL REVIEW AND AUDIT COMPLIANCE (IRAC) OFFICE.

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Internal Review

[a94. Internal Review](#)

Provides the Commander with the capability to ensure the preservation and proper use of resources.

a. Functions as the principal adviser to the Command with regard to all matters concerning internal and external audits.

b. Provides the Command with liaison and coordination in all audit related matters involving the U.S. General Accounting Office (GAO), Department of Defense Inspector General (DOD IG), U.S. Army Audit Agency (USAAA), and USAREUR/EURO IMA's Internal Audit Office.

c. Develops and executes an annual program of internal audits which:

(1) Ascertain the propriety, accuracy, and reliability of accounting records, reports, and supporting data.

(2) Evaluates compliance with applicable laws, regulations, policies, systems, and procedures.

(3) Determines whether resources are utilized, managed, and accounted for in an economical and efficient manner.

(4) Appraises the effectiveness of policies, procedures, systems, and reports.

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PART II AREA SUPPORT GROUP**101D. DISTRICT WORKS COUNCIL.**

This office is not a part of the U.S. Army's standard installation organization.

The District Works Council is established under authority of the Supplementary Agreement to the NATO Status of Forces Agreement (SOFA), article 56, paragraph 9, and the provisions of the Protocol of Signature thereto. The District Works Council is a thirteen-member body of employees elected by the work force for a term of office of four years, with an executive committee consisting of four members (Chairman, Deputy Chairman and 2 executive committee members) functioning as legitimate representatives on all issues regarding Local National (LN) employees within the 98th ASG, working under the German Federal Personnel Representation Law (GPRL) by authority of the afore mentioned NATO SOFA. The NATO SOFA has been ratified by both U.S. Congress and German Parliament, and therefore constitutes U.S. and German law.

MISSION

The District Works Council works closely and in mutual confidence with management for the protection of LN employee interests and to accomplish the mission of the agency. The District Works Council handles all matters which the local agency is not authorized to decide and ensures that applicable laws, regulations, and agreements that are for the benefit of LN employees are observed.

- a. Processes, discusses, and negotiates all matters and actions which affect the entire local national workforce.
- b. Ensures that laws, tariff provisions, and regulations are observed within the ASG.
- c. Receives appeals from local works councils or local commanders, for actions where no agreement at the local level could be reached and discusses these matters analogously with the ASG Commander. If no agreement can be reached, the District Works Council appeals the actions to the highest servicing authority or the USAREUR/EURO IMA Head Works Council for final decision.

SEVERELY HANDICAPPED EMPLOYEE REPRESENTATIVE:

The Severely Handicapped Employee (SHE) representative represents handicapped employee interests or handicapped persons of equal status under the provisions of the German Social Security Code IX, Part 2 (Severely Handicapped Persons' Act) and is elected for a four year term of office by the severely handicapped employees within the agency. In all matters concerning individual SHE or SHEs as a group, the SHE representative is informed comprehensively and heard before a decision is rendered. The SHE representative is responsible for promoting the integration of the SHE into the organization, representing the interests of the SHE vis-à-vis the organization, and standing by their side in an advisory capacity. Above all, they must:

- a. Ensure that the applicable laws, legal ordinances and regulations, collective tariff agreements, shop agreements, and administrative instructions that benefit the severely handicapped persons are observed; in particular, the SHE representative must ensure that employing organizations fulfill their obligations pursuant to section 81, Social Security Code IX, and the provisions of the "Integration Agreement."
- b. Submit requests for measures that benefit SHE to the appropriate offices.
- c. Receive proposals and grievances from SHE and, if justified, work for their redress through negotiation with the representative of the organization.

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PART II AREA SUPPORT GROUP**101E. ACQUISITION MANAGEMENT STAFF OFFICER (AMSO).**

Serves as principal adviser to the Commander and staff on matters pertaining to the acquisition process. Acts as liaison with U.S. Army Contracting Command, Europe, to resolve acquisition problems and ensure the command's interests are protected. Monitors preparation and implementation of advance acquisition planning in accordance with USAREUR/EURO IMA Regulation 715-10. Establishes and maintains a contracting officer's representative (COR) data base for the commander and tenant activities and accomplishes local COR training, as prescribed in USAREUR Regulation 715-3 (and pertinent IMA policies that may be generated). Monitors the processing of unauthorized commitments and reviews internal audits, controls, and findings in the acquisition process that pertain to the ASG. Ensures appropriate responses are made and corrective actions are taken.

ADMIN BRANCH.

Advises the ASG Command Group in the development of, and assists in compliance with, administrative directives and procedures relating to personnel (civilian and military) and training programs. Performs general office services and provides personnel control and reporting for the Command Group.

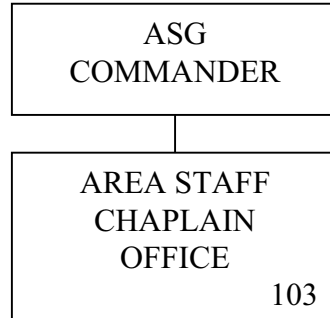
- a. Is responsible for records management, correspondence and suspense control, mail procedures, office supplies, files, documentation systems, reproduction, and general administrative services for the organization.
- b. Prepares, reviews and consolidates reports as required.
- c. Maintains a report control register for all periodic and one-time reports.
- d. Establishes and maintains a minimum of forms for use by the Command Group.
- e. Procures, stores, and issues office supplies for the Command Group.

130A. EO OFFICE.

The EO program consists of two mutually supportive components; affirmative action and education and training. It is concerned with the military population, both on and off the installation.

- a. Recognizes and assesses indicators of institutional discrimination.
- b. Assists the ASG Commander and staff agencies in the development of realistic affirmative action plans and monitors progress.
- c. Trains EO representatives of tenant units.

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PART II AREA SUPPORT GROUP**SECTION 2 - AREA CHAPLAIN ACTIVITIES OFFICE.****MISSION**

To advise the Commander on religion, morals and morale as affected by religion; to conduct the Commander's religious program; to provide pastoral care to soldiers and their families; and to plan for and train the Unit Ministry Team (UMT) to conduct religious ministry in a combat environment. Our success is a combat multiplier which directly supports readiness.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS**103. CHAPLAIN ACTIVITIES.**

Advises and assists the ASG Commander and staff in all matters in which religion impacts upon command programs, personnel, policies, and procedures. Provides vision, guidance, and supervision for the ASG religious program. Provides technical assistance and advice to all BSB and AST chaplains within the ASG.

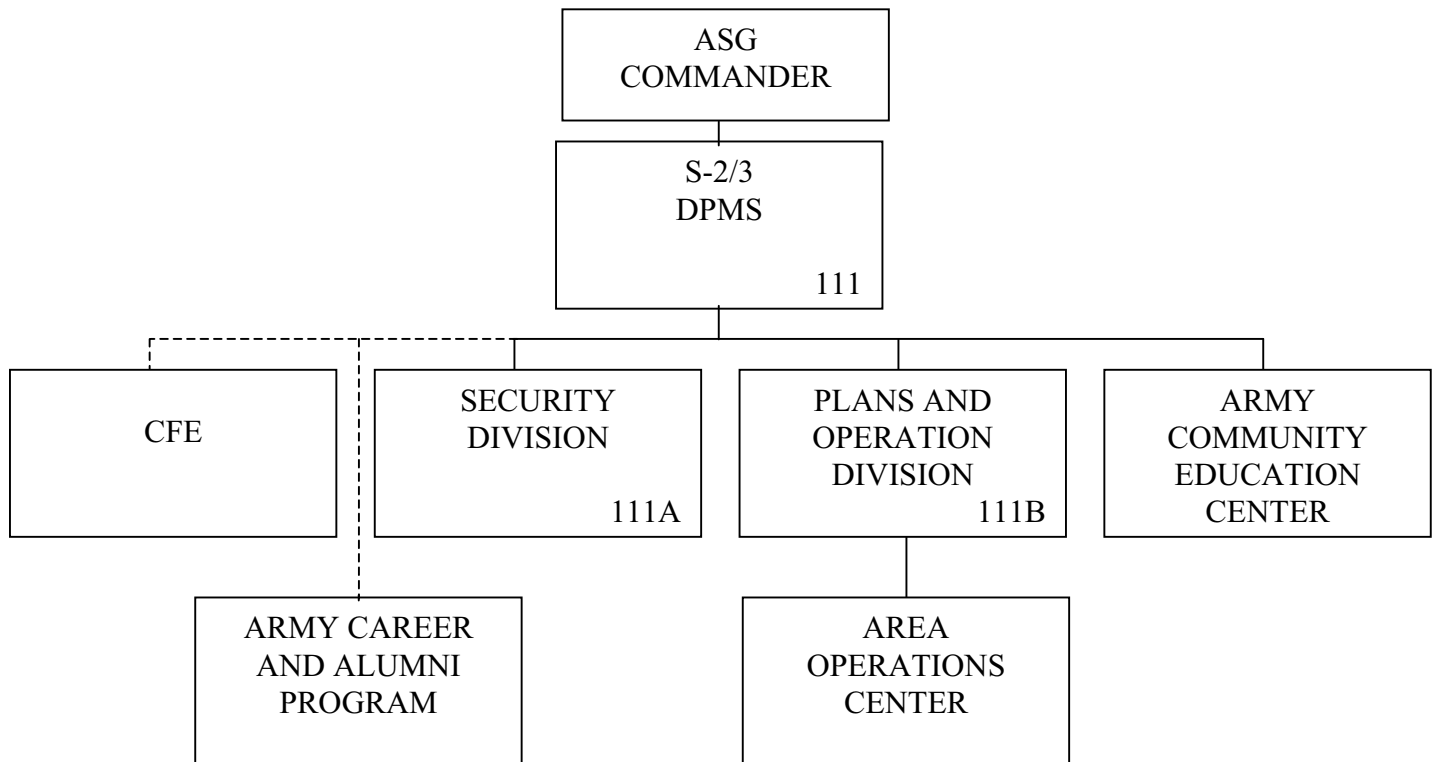
- a. Advises the Commander and staff on chaplain support activities, ethics, morals, and morale as affected by religion.
- b. Integrates the ASG Commander's vision, goals, and objectives into the plans, programs, and activities of chaplains throughout the ASG.
- c. Develops plans, establishes policy, and initiates programs for ASG wide religious activities that accurately reflect the Chief of Chaplain's and USAREUR/EURO IMA Chaplain goals and objectives.
- d. Assists BSB chaplain activities through policy guidance, staff visits, and inspections.
- e. Ensures and protects the free exercise of religion within the ASG.
- f. Implements emerging Chaplain doctrine as developed by the DA Chief of Chaplains and USAREUR/EURO IMA Chaplain.
- g. Supervises and operates chaplain appropriated funds through implementation of the Command Master Religious Plan (CMRP).

PART II AREA SUPPORT GROUP

- h. Supervises and operates consolidated Chaplain nonappropriated fund (NAF) instrumentality.
- i. Provides guidance and general supervision of chaplain and chaplain assistant training, to include Reserve Component chaplain and chaplain assistant training.
- j. Coordinates UMT personnel issues within the ASG.
- k. Directs chaplain-specific procurement activities, to include ecclesiastical supplies and equipment, selection of chapel sites, chapel construction, modification, renovation, and use of chapels and chapel equipment.
- l. Plans and supervises professional and laity development programs.
- m. Supports auxiliary chapel organizations by providing facilities, financial assistance, and logistical support.
- n. Performs liaison with civilian religious leaders.
- o. Coordinates civilian personnel coverage in religious education activities.
- p. Provides ministry to families through the Family Life Chaplain and Family Life Chaplain Center.
- q. Monitors mobilization plans and training of BSB chaplains.
- r. Executes the ASG Chaplain's METL.
- s. Provides religious services, religious education, and pastoral counseling as required.
- t. Provides direct support for denominational services and coverage.
- u. Responsible for Internal Control procedures.
- v. Provides policy and guidance for chapel volunteers.
- w. Recommends approval or disapproval of requests for exception to policy to hire contract clergy and nonclergy religious workers from appropriated funds (APF).
- x. Recommends approval or disapproval of requests for exception to policy to certify Denominational Service Leaders.
- y. Crosslevels chaplain and chaplain assistant assets to ensure the completion of the chaplain mission IAW unit missions and the CMRP.

PART II AREA SUPPORT GROUP

SECTION 3 - S2/3 DIRECTORATE OF PLANS, MOBILIZATION AND SECURITY (DPMS).



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

G-2

Installation Intel & Security

[a21. Installation Security Prog Mgmt Spt](#)

G-3

Operations & Training Support

[Collective Training](#)

[Combat Training Centers](#)

[Institutional Training / Unit Schools](#)

[Sustainable Range Program](#)

[VCSCP](#)

[Training Support Centers](#)

[Law Enforcement](#)

[DPTM](#)

[Airfield Operations](#)

[Antiterrorism](#)

[High Risk Personnel Security](#)

[Physical Security](#)

[Corrections](#)

[a72. Installation TDA Management](#)

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PART II AREA SUPPORT GROUP

MISSION

To ensure proper and adequate planning, training, preparation and readiness to rapidly assume a wartime posture; to ensure day-to-day operations are conducted smoothly and according to regulation/guidance. Responsible for the coordination and supervision of planning, operations, training, readiness, counterintelligence, security, mobilization, and deployment support throughout the ASG.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

111. THE S-2/3.

- a. Serves as the principal staff advisor to the ASG Commander on plans, operations, mobilization, and training (S-3); security and intelligence (S-2); Army Career and Alumni Program (ACAP) Transition Services; and Conventional Forces in Europe (CFE) Treaty compliance.
- b. Provides staff supervision and serves as the direct supervisor of the Transition Services Manager (TSM), the CFE Officer, and the S-2/3 division chiefs.
- c. Reviews, analyzes and serves as approving authority for program resources, both fiscal and manpower. Determines staffing and material needs of functional programs throughout the ASG.
- d. Exercises ASG-wide resource allocation authority for the ASG Commander to include taskings to BSBs.
- e. Performs primary staff oversight for the following BSB, S-2/3 functions:
 - (1) CFE Implementation.
 - (2) Security Awareness.
 - (3) Force Protection.
 - (4) Transition to War Planning.
 - (5) Noncombatant Evacuation Planning.
 - (6) Disaster and Emergency Preparedness Planning.
 - (7) Installation consolidation, closure, realignment, and unit restationing.
- f. Performs all other tasks as assigned by the ASG Commander.

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PART II AREA SUPPORT GROUP

CONVENTIONAL FORCES IN EUROPE (CFE).

- a. Responsible for the ASG planning, management, and execution of arms control and treaty compliance procedures for the Intermediate Nuclear Force (INF), the CFE treaties, and the Confidence and Security-Building Measures (CSBM) of the Vienna Document of 1992.
- b. Develops and executes CFE/CSBM/residual INF operational and contingency plans including modernization, treaty-mandated reporting, information exchanges, and escort of formal inspection/observer teams.
- c. Reviews and recommends changes to command and ASG tenant unit arms control inspection plans.
- d. Develops and maintains plans and programs to prioritize planning initiatives required to support theater arms control effort; and conducts studies and research on alternative planning initiatives.
- e. Participates in ASG and USAREUR ODCSOPS-CFE/EURO IMA staff studies to assess impact of arms control proposals and ongoing restructuring of ASG and USAREUR/EURO IMA command capabilities and force structure.
- f. Participates and represents the ASG Commander during site inspections; represents CINCUSAREUR when an USAREUR/EURO IMA Desk Officer is not available. Provides guidance to site personnel and On Site Inspection Agency (OSIA) personnel concerning matters of USAREUR/EURO IMA policy and the conduct of inspections.
- g. Develops guidance, policy and directives on CFE/CSBM and residual INF Treaty compliance procedures for the BSBs.
- h. Plans and conducts practice inspections within the ASG area of operations to assess the state of readiness of 98 ASG sites to accept CFE inspections from inspecting state parties.

ARMY CAREER AND ALUMNI PROGRAM (ACAP).

- a. Advises the ASG S-2/3 and Commander regarding transition-related issues.
- b. Manages the transition process and integrates efforts of various activities to provide a comprehensive system to assist personnel leaving the Army. Coordinates and establishes liaison with Civilian Personnel Service Centers (CPSC), Army Community Services (ACS), Army Continuing Education Systems (ACES), Transition NCOs, Retirement Services Officers, Chaplains, etc.
- c. Plans, directs and implements the ACAP to provide a full range of transition services and assistance.

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PART II AREA SUPPORT GROUP

- d. Ensures transition assistance is provided to the total Army family: soldiers, family members and civilian employees who are experiencing voluntary or involuntary separation.
- e. Plans and executes the ACAP budget.
- f. Supervises a staff of Transition Services Specialists and administrative personnel.
- g. Plans and coordinates marketing, promotional activities, and outreach programs to ensure full utilization of ACAP services.
- h. Provides for contractual services of the Job Assistance Center (JAC) and serves as Contracting Officer's Representative (COR) to assure the delivery of quality contract services.
- i. Routinely reports to the ASG S-2/3 on program initiatives, long-range goals, program successes and areas needing improvement.
- j. Performs analysis of data, evaluates effectiveness of services provided and reports progress.
- k. Solicits feedback from customers and modifies services as needed.

PART II AREA SUPPORT GROUP

111A. SECURITY DIVISION.

Functions:

98th ASG DPMS S2 receives guidance and direction from the Regional Security Office (RSO) and executes the following security functions:

Provide policy and procedural guidance and implementation, functional management, and program oversight for foreign intelligence and threat information affecting regional installations. These security programs include the following: information, industrial, personnel, and communications security; and security education and training. Provide procedural guidance, advice, assistance, and oversight for the information security program for all tenant units and activities on the installation; safeguard classified information created, processed, and stored by garrison activities; provide guidance on intrusion detection system (IDS) alarm monitoring and initial armed response for and classified open storage areas, as required by local agreements. Conducts oversight evaluations and staff assistance visits to BSB (s) and tenant units for compliance with security directives, policies and applicable regulations. Conducts spot checks of ASG directorates to ensure compliance with 98th ASG security programs and policies.

Personnel Security

Provide personnel security (PERSEC) administrative support and security clearance processing for all units/organizations installation-wide. Installation personnel security responsibilities include:

- a. Assisting in the completion of the Electronic Personnel Security Questionnaire (EPSQ) from personnel whom tenant organizations and activities have identified as requiring a security clearance and access to classified information.
- b. Validating, accepting and submitting the EPSQ.
- c. Administering security clearance actions, including notifying individuals of final clearance determination; processing and coordination with the unit concerned of letters of intent to deny or revoke a security clearance; coordinating and reporting of credible derogatory information, and briefing and debriefing personnel upon the granting, termination, or suspension of access to classified information.
- d. Establishes and maintains Security Clearance Access Rosters (SCAR) and records for personnel assigned to the HHC, and all U.S. civilian employees in the 98th ASG area of responsibility. Consolidates SCAR from subordinate BSBs and forwards to higher headquarters.

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PART II AREA SUPPORT GROUP**Information Security:**

Safeguard classified information created, processed, and stored by mission activities; comply with information security program procedural guidance and oversight requirements promulgated for installation activities by the garrison commander; provide procedural guidance and oversight to subordinate activities for mission-unique information security requirements; identify IDS alarm monitoring and response force requirements for classified information storage areas, as required by local agreements.

- a. Prepares, coordinates and executes policy and procedures for safeguarding collateral information and materials classified up to SECRET.
- b. Determines if insecurities have occurred and reports them to proper authorities and/or makes recommendations for corrective actions.
- c. Advises and assists operating officials on proper document/medium classification and develops classification guidance.
- d. Conducts security in-/out-processing for all personnel assigned to HHC, 98th ASG and establishes a security file on in-processed personnel.
- e. Provides foreign travel briefings and debriefings.
- f. Provides user-level initial and refresher training in general security practices and procedures, and annual SAEDA training for installation-wide units and activities.

Technical Security

Provides communications security (COMSEC) material, procedural guidance, advice, assistance, and oversight for tenant unit COMSEC accounts serviced by the installation COMSEC custodian. Safeguards and accounts for classified COMSEC material maintained by garrison activities and non-deployable tenant units on the installation.

- a. Responsible for the operation of the ASG Communications Security (COMSEC) accounts and provides support to organic and tenant units. Provides oversight to hand receipt holders and subordinate BSB COMSEC activities via the command COMSEC Inspection Program.
- b. Administers the COMSEC Monitoring Program.
- c. Primary point of contact for the procurement of CCI and secure communications equipment within the ASG area of responsibility.
- d. Provides management and oversight of installation's SIPRNET COMSEC and physical security.

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PART II AREA SUPPORT GROUP**Intelligence Support:**

Provides Force Protection/Infrastructure Protection (FP/IP) security analysis and situational awareness for the garrison commander. Compiles threat information from published assessments and local agency data. Publishes installation threat assessment for all tenant organizations and activities. FP/IP security analysis involves the integration of finished area threat assessments provided by Region and HQDA intelligence production activities, with local information obtained through official CI and CID/Provost Marshal liaison local, state and federal law enforcement agencies to provide the garrison command with current situational awareness on which to determine the security measures necessary to protect personnel, facilities, critical activities, and infrastructure on the installation.

111B. PLANS AND OPERATIONS DIVISION.

Directs and supervises the development of operations and exercise plans for the 98th ASG. Prepares, reviews, updates and maintains operations plans and orders that address transition to war, wartime support/operations, peacetime contingencies, disaster preparedness/relief, mobilization, and deployment support. Prepares, reviews, and updates broad guidance, policies and programs for command organizations' operations, daily activities and functions. Oversees routine and nonroutine daily operations of ASG.

Plans Branch

- a. Develops, publishes, and maintains ASG tactical and administrative Operation Plans (OPLANS) and Operation Orders (OPORD).
- b. Develops, publishes and maintains ASG exercise plans and directives (EXDIR).
- c. Heads the ASG Staff Planning Group.
- d. Conducts mission analysis in support of operations.
- e. Reviews ASG manning documents (MTOE, TDA, MOBTDA), periodic updates and proposed modifications of these documents for operational impacts.
- f. Develops, publishes, and reviews ASG mobilization plans and policies.
- g. Provides staff oversight and ASG point of contact for Noncombatant Evacuation Operation (NEO) Program.
- h. Prepares force modernization and integration plans for the ASG; and support plans for force modernization activities of tenant units.

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PART II AREA SUPPORT GROUP

- i. Collects and analyzes data and prepares periodic reports on ASG demographic makeup.
- j. Serves as the ASG representative for all transitions to war and wartime operations in sector contingency operation matters.
- k. Prepares, updates and delivers the ASG Command Briefing.

OPERATIONS BRANCH

- a. Plans, organizes and executes ASG ceremonies.
- b. Serves as the central tasking authority for ASG to BSBs for personnel, equipment or materiel requirements received from higher headquarters, or generated internally to support ASG operations.
- c. Serves as ASGs office of primary responsibility for unit restationing and installation closures, realignments or consolidations.
- d. Prepares monthly Unit Status Report (USR).
- e. Develops and implements Essential Civilian Mobilization Position (ECMP) program for the ASG (AR690-12/UR 690-9).
- f. Implements Force Protection program for ASG.
- g. Implements Force Integration and Modernization plans/programs for the ASG and support plans for tenant units.
- h. Responsible for communications and automation planning and operations for the directorate.
- i. Oversees implementation and tracking of the Special Duty Program within the ASG; collects, analyzes, and reports data concerning utilization of Troop Diverts and Borrowed Military Manpower.
- j. Develops, implements and updates Organizational Inspection Program/Command Inspection Program (OIP/CIP).
- k. Implements the Operations Security Program (OPSEC) for the ASG.
- l. Provides graphic support for the directorate; prepares and presents briefings as required. Supports other ASG staff elements as required.
- m. Operates a 24-hour Operations Center to receive/disseminate and transmit required reports and information to higher, adjacent, or lower command levels.

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PART II AREA SUPPORT GROUP**EMERGENCY OPERATIONS CENTER (EOC)***(AREA OPERATIONS CENTER)*

Provides a 24-hour command, control, and communications capability for the ASG Commander. Receives, disseminates and transmits reports and information to higher, lateral, and assigned Support Battalion Command levels.

- a. Notifies and passes reports to 1ID Division Operation Center, V Corps Emergency Actions Center, and/or USAREUR Command Center, as appropriate, for the ASG Commander.
- b. Notifies units of increased alert or THREATCON status.
- c. Initiates recall procedures upon alert notification.
- d. Provides casualty notification and reporting ICW S-1.
- e. Receives and disseminates treaty verification message traffic and notification of CFE inspections.
- f. Receives and disseminates Red Cross notifications.
- g. Receives and notifies units, TMPs and MPs of severe weather warnings.
- h. Receives and distributes incoming classified and unclassified message traffic (AMHS).
- i. Transmits outgoing classified message traffic (AMHS).
- j. Receives and transmits unclassified facsimile traffic during and after duty hours.
- k. Receives and transmits all classified facsimile traffic.
- l. Conducts security checks of Faulenberg Kaserne.
- m. Maintains key control for specific areas on Faulenberg Kaserne.
- n. Receives and inspects AFN Trouble Number complaints.
- o. Notifies various agencies of situations requiring their action/attention.

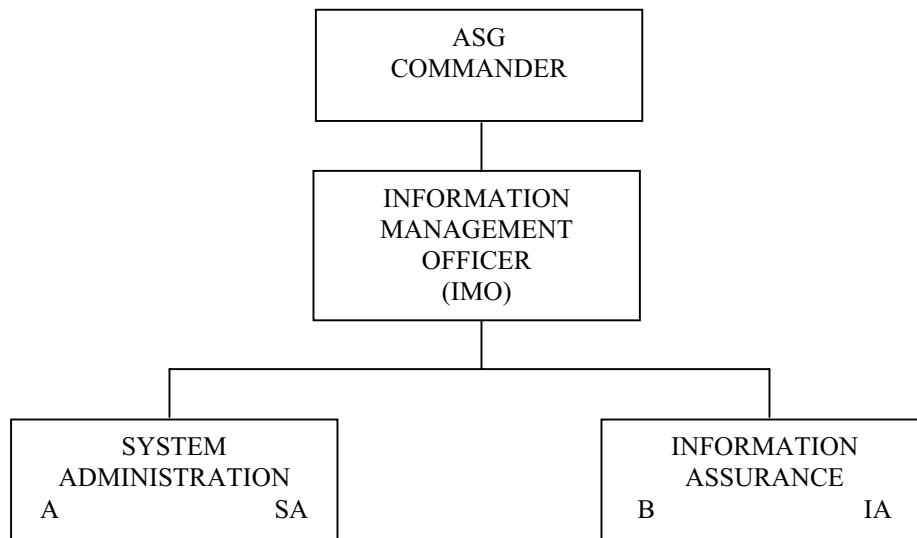
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PART II AREA SUPPORT GROUP

111D. ARMY COMMUNITY EDUCATION CENTER SERVICES (ACES).

- a. Manages, directs, and supervises the ACES Program within the ASG.
- b. Acts as principal staff advisor to the ASG Commander, through the DPMS, on all matters pertaining to the education of military personnel, adult family members, and Army civilians.
- c. Provides a comprehensive scope of adult education opportunities comprised of academic, vocational-technical, and MOS-related instruction.
- d. Supervises the education centers at each BSB/AST.
- e. Promotes the ACES Program to create and maintain interest, awareness and support of ACES initiatives.
- f. Evaluates ACES activities at all levels to ensure quality of service and regulatory compliance.
- g. Serves as the ASG director for P87 ACES funds. Develops, justifies, executes, and analyzes the budget and manpower programs under P87.
- h. Provides contractual services in support of the ACES mission in areas such as the Learning Center support, test examining, academic tutoring, and language instruction.
- i. Serves as the Program Manager for the ASG P87 ACES resources. Establishes and manages Central Delivery Orders, distributes fund allocations to communities for educational programs, and processes payments for contract colleges and universities.
- j. Monitors the performance, operations, and administration of contracted institutions which provide educational programs for the contract colleges and universities.
- k. Manages the command language program.
- l. Conducts Staff Assistance Visits.
- m. Serves as Activity Career Program Manager for ACES careerists.
- n. Briefs Command Group on ACES activities.
- o. Manages training workshops for counselors.
- p. Manages ACES reporting requirements.
- q. Coordinates library support requirements with academic institutions.

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PART II AREA SUPPORT GROUP**INFORMATION MANAGEMENT OFFICER (IMO)****MISSION**

To provide Computer/Information Technology (CIT) support and services to the 98th ASG. Responsible for the coordination and supervision of the information mission area support throughout the ASG. Ensure daily automation operations are effective to guarantee ASG mission accomplishment. Provide the ASG with a secure means of voice, video and data communications with higher, lower and adjacent headquarters to support operations.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS**THE INFORMATION MANAGEMENT OFFICER (IMO).**

- a. Serves as Chief Information Officer, the principal staff advisor to the ASG Commander on information technology (IT), automation, information assurance (IA), video teleconferencing (VTC), and communication. Focal point of contact on all matters pertaining to information technology within the command.
- b. Provides staff supervision and serves as the direct supervisor of the Information Assurance Manager (IAM), and functional System Administrators. Has supervisory oversight of the BSB IMO.

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PART II AREA SUPPORT GROUP

- c. Reviews, analyzes and serves as approving authority for IT program resources, both fiscal and manpower. Determines staffing and material needs of IT programs throughout the ASG.
- d. Exercises ASG-wide IT resource allocation authority for the ASG Commander.
- e. Performs primary staff oversight for the following ASG/BSB, IT functions:
 - (1) System Administration (SA).
 - (2) Information Assurance (IA).
 - (3) Video Teleconferencing (VTC).
 - (4) Global Command and Control System Army (GCCSA).
 - (5) Army Knowledge Management (AKM).
 - (6) Defense Messaging System (DMS).
 - (7) World Wide Web (WWW).
 - (8) Standard Army Management Information Systems (STAMIS)
 - (9) Telephone Control
 - (10) Local Area Network (LAN)
 - (11) Information Management Working Group (IMWG)
 - (12) Individual and Collective Automation training
- f. Represents the ASG Commander at the Chief Information Officer Council of Colonels (CIOCC), IT strategic planning and higher headquarters IT functions as directed.

A. SYSTEM ADMINISTRATION (SA).

- a. Responsible for the system administration of the functional servers to the end-user workstations IAW AR 25-1.
- b. Ensures servers and workstations meet the minimum-security baselines IAW the DOD, Army, USAREUR, and 98th ASG regulations and policies.
- c. Prepares DITSCAP information specific to the LAN.
- d. Installs, replaces, maintains and troubleshoots software/hardware, LAN connections and software licensing.
- e. Provides limited on-the-spot user training.
- f. Manages the STAMIS Servers and clients.
- g. Performs other duties as required in support of the ASG IT mission.

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PART II AREA SUPPORT GROUP

B. INFORMATION ASSURANCE (IA).

a. Manages information assurance programs for the ASG. Advises the ASG IMO on matters pertaining to all ASG information assurance and computer security programs.

b. Prepares, reviews, maintains and updates plans that address information assurance, DOD Information Technology Security Certification and Accreditation Process (DITSCAP), tracks and ensures compliance with Information Assurance Vulnerability Alerts (IAVA) and all facets of computer security. Prepares information assurance estimates and annexes to ASG OPOARDS/OPLANS.

c. Advises IMO on computer security policy for subordinate and supporting elements. Conducts oversight evaluations and staff assistance visits to BSBs and ensures they are in compliance with computer security directives, policies and applicable regulations. Conducts spot checks of ASG directorates to ensure compliance with 98th ASG information assurance programs and policies. Acts as the ASG point of contact for HQ, USAREUR and EURO IMA on information assurance matters.

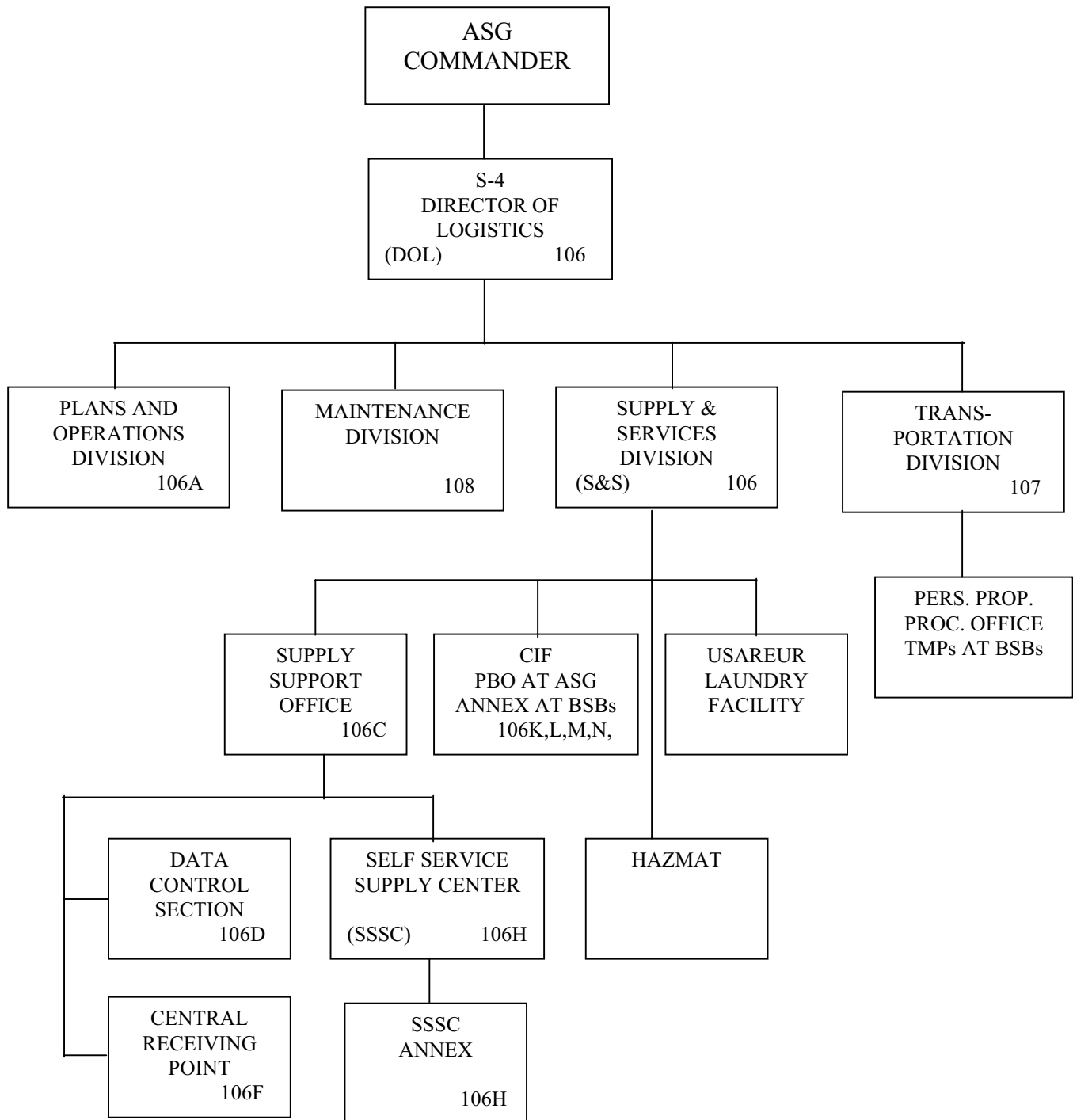
d. Implements Information Systems Security Management (ISSM) programs and distributes approved antivirus software to subordinate elements. Provides COMPUSEC training and support to subordinate IAM and IAO (Information Assurance Officers).

e. Ensures all personnel are administered the USAREUR Computer User Test before having access to the Local Area Network.

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PART II AREA SUPPORT GROUP

SECTION 4 – S-4 DIRECTORATE OF LOGISTICS (DOL).



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PART II AREA SUPPORT GROUP

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

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Supply Operations

[a23. Ammunition Supply Services](#)

Supply Management

[a24. Retail Supply](#)

[a25. Central Issue Facility](#)

[Army Mil Clothing Sales Stores](#)

Material Maintenance

[a26. Asset Management](#)

[a27. Material Support Maintenance](#)

Transportation

[Household Goods](#)

[Force Deployment](#)

[Commercial Travel Office](#)

[Railhead Operations](#)

[Hazardous Material Maintenance](#)

Food Services

[a29. Food Services](#)

Laundry

[a30. Laundry & Dry Cleaning Services](#)

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PART II AREA SUPPORT GROUP

S-4 DIRECTORATE OF LOGISTICS (DOL).

MISSION

Exercises staff supervision over all installation and geographical support area logistics functions. Overall functional responsibility for logistics plans and operations, supply and services, transportation and movement services, and maintenance services. Has staff responsibility and proponentcy for logistical base operations support throughout the 98th ASG, to include four BSBs. Provides competent, state of the art logistics support to sustain base operations consistent with quality of life standards and support deployments while caring for people and staying within allocated resources.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

106. S-4 DIRECTOR OF LOGISTICS (DOL)

- a. Provides staff level logistics management advice, assistance, and recommendations to the ASG Commander, staff, and BSBs.
- b. Directs, coordinates and exercises staff supervision of base operations support maintenance, supply, food, laundry, and transportation operations throughout the ASG, including laundry services and maintenance support provided to other USAREUR/EURO IMA ASGs.
- c. Performs liaison and serves as ASG proponent on matters pertaining to commissaries, AAFES military clothing sales, and Defense Reutilization and Marketing Offices (DRMOs).
- d. Serves as ASG program director for logistical resources, including manpower and operational dollars.
- e. Directs, coordinates, and supervises the ASG Command Supply Discipline Program (CSDP).
- f. Oversees the ASG's Report of Survey Program, in accordance with regulatory requirements.
- g. Develops ASG policies and procedures on all base operations logistical matters.
- h. Maintains close liaison with the Office of Assistant Secretary of Defense for Global Affairs, HQ USEUCOM, HQ USAREUR, EURO IMA, supported ASGs and BSBs, and supported tactical units.
- i. Represents the ASG Commander in meetings, conferences and other forums on logistical issues as required.

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PART II AREA SUPPORT GROUP

j. Administers contracts within delegated authorities, including conduct of quality assurance surveillance and evaluation of contractor performance.

k. Approval authority for lateral transfers of installation property between property books.

106. SUPPLIES AND SERVICES (S&S) DIVISION.

a. Conducts staff oversight of the Supply Support Office (SSO) and the Central Issue Facility, PBO, DOL Supply and Service functions in the 98th ASG area of responsibility. Functions include Property Books, Central Issue Facilities, the Troop Issue Subsistence Activity, Army Food Management Information System, Food Service Program, Dining Facility Operations, and Laundry Services.

b. Develops and recommends supply and services policies. Analyzes, assists, coordinates, and provides guidance related to supply and services plans, programs, policies, and procedures.

c. Serves as ASG staff proponent for local purchase of supplies.

d. Performs special projects and tasking pertaining to supplies and services.

e. Coordinates supply and service issues with other commands and represents the ASG Commander and DOL in meetings pertaining to supply and services as required.

f. Serves as supply discipline coordinator for the ASG Commander. Administers the Command Supply Discipline Program (CSDP), conducting inspections of ASG and BSB supply operations.

g. Performs management oversight on, and monitors inventory adjustment reports, reports of survey, and AR 15-6 investigations pertaining to property.

h. Acts as liaison and coordinates matters pertaining to: Commissary, DRMO, and AAFES Military Clothing Sales. Monitors Commissary council meetings and prepares reports related to Commissary effectiveness.

i. Plans and coordinates requirements for logistics supply and service facilities.

j. Maintains close liaison with the Regional Contracting Officer Wuerzburg, the Contracting Center, USAREUR DCSLOG Transportation and Troop Support (TR&TS) Division, V Corps, 1st ID G4, and 200th TAAMC.

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PART II AREA SUPPORT GROUP

k. Responsible for the functional integrity of the base operations supplies and services automation systems.

l. Serves as DOL environmental program manager. Operates a Hazardous Materiel Re-Use Center for the entire 98th ASG area of responsibility.

LAUNDRY OPERATIONS.

a. Has overall staff responsibility for laundry and dry cleaning services Germany wide.

b. Serves as the COR for the laundry and dry cleaning contract.

FOOD SERVICE.

a. Monitors, assists, coordinates and promotes the Army Food Service Programs, dining facility operations, menu boards, culinary arts competitions, cook recognition, subsistence utilization, nutrition programs, food storage, and kitchen police.

b. Computes statistics and completes reports. Prepares, publishes and provides comments for Review and Analysis of supply and services operations.

c. Monitors, coordinates, and recommends the DoDDS School Lunch Program Equipment Replacement Initiative. Conducts monthly staff assistance visits to all schools located within the 98th ASG footprint.

ARMY FOOD MANAGEMENT INFORMATION SYSTEM (AFMIS).

a. Operates the Army Food Management Information System.

b. Provides training to TISA and to Dining Facility personnel.

c. Management oversight for Prime Vendor operations (PV), Subsistence Total Order Receipt Electronic System (STORES), and Automated Headcount System (AHS).

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PART II AREA SUPPORT GROUP

106A. PLANS AND OPERATIONS.

- a. Acts as DOL during the absence of the Director.
- b. Principal base operations logistical planner, and point of contact and coordinator, for matters pertaining to force reduction, contingencies, deployments, and transition to war.
- c. Directs quality and efficient base operations logistics planning, relating to command needs and higher headquarters directed logistics actions.
- d. Supervises, coordinates, develops, justifies, prepares, analyzes, administers, and executes DOL BASOPS budget accounts.
- e. Assists ASG DOL and BSB DOL operating officials and managers in developing budget estimates based on previous experience and estimated forecasts for future development.
- f. Program manager for the logistical portion of ASG and BSB MTOE/TDA, including coordinating, monitoring, obtaining data, and providing input and justification for changes to both the equipment and manpower portions of the MTOE/TDA.
- g. Coordinates with HQ USAREUR/EURO IMA and other commands on matters pertaining to logistical base operations support; create and maintain structures and organizational climate.
- h. Identifies operational trends and procedures as well as personnel policy and procedures having bearing on productivity, efficiency, and economy or actual accomplishment of mission objectives. Prepares recommendations for improvements and monitors training, awards, and performance evaluations to assure timeliness and equity.
- i. Program manager for base operations support of all logistical automated information management systems pertaining to installation management of transportation, supply and services, and materiel maintenance. Includes assistance in providing and obtaining training of assigned personnel, providing assistance in systems administration, planning for and obtaining new and existing software and hardware, etc.
- j. Develops and executes all DOL efficiency plans. Program Manager for all "Better Business Practices" initiatives.
- k. Manages and administers the logistics aspects of the Internal Management Control Program (IMCP) as it applies to the ASG DOL. Monitors the BSB IMCP and makes recommendations to the Director for improvement.
- l. Serves as DOL security manager and classified document custodian, telephone control officer, and terminal area security officer.

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PART II AREA SUPPORT GROUP

106C. SUPPLY SUPPORT OFFICE (SSO).

- a. Provides technical advice, assistance, and recommendations to the Chief, S&S, on all matters pertaining to the SSO.
- b. Manages the SSSC for the ASG.
- c. Operates the central receiving branch.
- d. Monitors the requisition, acquisition, storage, and distribution of supplies and equipment.
- e. Oversees local purchase operations.
- f. Performs special projects and taskings.

106D. DATA CONTROL SECTION.

- a. Processes customer requests for issue and turn-in.
- b. Performs edit, research, reconciliation and liaison functions.
- c. Converts requests for issue to electronic media for submission to the accountable officer at 200th TAAMC.
- d. Retains and files all accountable documents.

106F. CENTRAL RECEIVING POINT (CRP).

- a. Acts as the Central Receiving Point (CRP) for incoming customer and SSO shipments.
- b. Accepts customer turn-ins of excess material.
- c. Uses the Hub and Spoke transportation system to transport materiel.

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PART II AREA SUPPORT GROUP

106H. SELF SERVICE SUPPLY CENTER (SSSC).

- a. Provides customers' support mission for low dollar value housekeeping, office, and operational supplies to all tenant organizations of the ASG.
- b. Provides SSSC home delivery service for customers located 10 or more miles from the SSSC store.

SSSC STORAGE ANNEX.

Provides back up storage to the SSSC for fast moving items. Is an integral part of the SSSC operation.

106K, L, M, N. CENTRAL ISSUE FACILITY (CIF).

- a. Directly manages the CIF Property Book function.
- b. Provides staff and management oversight of CIF annexes under operational control of each BSB.

417th BSB, 98th ASG TDA Paragraph 106K.

280th BSB, 98th ASG TDA Paragraph 106L.

235th BSB, 98th ASG TDA Paragraph 106M.

279th BSB, 98th ASG TDA Paragraph 106N.

- c. Supports deployment by issuing OCIE to deploying units.
- d. Ensures maintenance of clothing records for all military personnel and emergency essential civilians assigned to tenant organizations of the ASG.

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PART II AREA SUPPORT GROUP

107. TRANSPORTATION DIVISION.

PERSONAL PROPERTY PROGRAM.

a. Formulates and supervises execution of the total BASOPS Installation Transportation support mission for the ASG, to include all V Corps units and activities, and other DA/USAREUR/EURO IMA units and activities located within the geographical area.

b. Program manager and principal point of contact and coordinator for all matters pertaining to BASOPS Installation Transportation services support policies and procedures for the ASG.

c. Interprets, evaluates, and ensures proper execution of DoD, DA, MTMC, HQ USAREUR/EURO IMA and command directives and instructions concerning transportation services support. Perpetuates policies and procedures issued by higher headquarters, where applicable, to local situations.

d. Develops plans, policies, and procedures affecting installation transportation service support which are not counter to directives from higher headquarters. Provides managerial guidance, coordination, and direction through BSB DOLs and Chiefs of Transportation activities to ensure established plans, policies and procedures are correctly and fully implemented.

e. Monitors and serves as coordinator and principal point of contact for matters relating to the transportation functions of the ASG and BSB TDA, to include coordinating, monitoring, obtaining data, and providing input and justification for changes to both the equipment and manpower portions of the TDA as it applies to transportation functions and concerns.

f. Develops standards of performance for operational elements. Maintains an information collection system and databases for measuring and evaluating transportation services performance. Prepares and submits recommendations for improvements as necessary. Ensures all end products meet extremely high standards of quality.

g. Conducts continuing analysis of BSB transportation service activities by observing operations through visits to the work sites; reviewing and analyzing statistical data and reports to ensure objectives are met in light of established requirements; conformity with policy, performance standards, customer service, personnel utilization, cost limitations, quality of work and similar requirements. Proposes methods of reducing costs without impairing overall operations (e.g., methods for improvement, automation, justification for major expenditures for supplies and equipment, facilities, and improvements).

h. Exercises staff supervision to ensure all functional areas are operating efficiently. Determines priorities or resource utilization where workload demands are exceptionally high by recommending cross leveling of workload, supplies and equipment between BSBs.

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PART II AREA SUPPORT GROUP

- i. Plans, coordinates and combines all available resources between BSB Transportation services activities for accomplishment of unexpected special projects and missions (e.g., taskings for support of tactical exercises, training, or emergency operations).
- j. Coordinates with HQ, USAREUR/EURO IMA and other commands on matters pertaining to transportation base support operations within areas of responsibility. Includes obtaining resources as needed (NTV fleet improvement; justifying transportation requirements for additional assets; etc.).
- k. Monitors, coordinates, develops, justifies, prepares, analyzes, administers and executes Transportation "D" account operations budgeting. Ensures effective utilization of funds. Forecasts and monitors short and long term budget requirements. Provides consolidated budget input as required for payroll cost, contract cost, supply and equipment procurement cost, and other related data necessary to prepare annual command budgets.
- l. Coordinates with outside agencies on matters pertaining to contract services as they impact on the ASG. Includes interface with the Commercial Travel Office, Military Traffic Management Command (MTMC), Privately Owned Vehicles shipping contractor and Vehicle Processing Center, and others as applicable. Monitors COR as required. Serves as COR when appointed.
- m. Prepares and reviews recurring and special reports. Compiles feeder information from ASG Transportation services activities and prepares consolidated reports. Prepares recommendations for improvements.
- n. Identifies operational trends and fluctuations having bearing on productivity, efficiency, and economy or actual accomplishment of mission objectives. Prepares recommendations for improvements.
- o. Serves as Transportation career program manager for the ASG.
- p. Serves as advisor to the ASG Commander's Council, through the DOL, on all transportation services related issues. Identifies requirements and resources through coordination with BSB transportation offices, and principal ASG staff elements. Aids in developing and determining priorities, prepares recommendations and proposes solutions, and directs and assists in implementing guidance and policy decisions of the Commander.
- q. Manages and administers transportation services aspects of the IMCP as it applies to the ASG DOL. Monitors the BSB IMCP and makes recommendations to the Director for improvements.
- r. Provides technical guidance and coordination for the ASG Information Management Officer, and Systems Administrators, for automated transportation data collection. Recommends and ensures assistance and training is provided to BSB system administrators and functional users.

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PART II AREA SUPPORT GROUP

PERSONAL PROPERTY PROCESSING OFFICE (PPPO).

Provides Traffic Management and all other functions involved in the shipment, receipt and storage of household goods, baggage and official Government travel, e.g. PCS, TDY, Retirement, in support of USAREUR, V Corps and AMC, to include local drayage, inter/intra-theater, international and office moves.

IN/OUTBOUND SECTION

- a. Schedules all personal property HHG and UB inbound deliveries and pickups.
- b. Initiates local, unit, office and line haul moves to ensure DOD and service members' interests are protected.
- c. Provides telephone, fax, and walk-in service. Initiates tracers for missing, late, or lost shipment.
- d. Accomplishes all other traffic management actions required for movement and storage of personal property as set forth in Joint Federal Travel Regulations, VOL I and II, DoD Regulation 4500.34R (PPTMR), Army Regulation 55-71, Air Force Regulation 75-25, and USAREUR/EURO IMA Regulations, Directives and Memorandums.
- e. Arranges for delivery of shipments as requested by property owner. Coordinates and assists members in processing for delivery and coordinates with local area agent for scheduled delivery.
- f. Notifies members of shipment arrivals, arranges delivery with service member and local agents.
- g. Maintains automated statistical data and provides to HQ Military Traffic Management Command (MTMC) and USAREUR/EURO IMA as required.
- h. Plans and manages all traffic and transportation of personal property for four BSBs.
- i. Insure that PPPO's selects mode and method of movement commensurate with Required Delivery Dates (RDD) established on DD Form 1299 (Application for Shipment and/or Storage of Personal Property).
- j. Assists and advises the appropriate PPPO's of requests for service that can not be complied with and reasons for noncompliance.
- k. Furnishes required statistical data to HQ, USAREUR/EURO IMA, and Office of the Deputy Chief of Staff, Logistics (ODSCLOG) and Military Traffic Management Command (MTMC) Field Office Europe, as required.

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PART II AREA SUPPORT GROUP

- l. Assists personal property offices and members in processing excess weight approvals.
- m. Total managerial, technical, and administrative traffic management analysis/supervision of Department of Defense personal property traffic and storage program for four BSB's.
- n. Ensures that Department of Defense (DOD) regulations, military standards and guidance are followed on all shipments.
- o. Serves as liaison between service member, local Installation Transportation Officer of PPPO, and delivery agent to settle matters of dispute, damages, and services required.
- p. Coordinates and orders all local/unit moves and building renovation moves in the BSB's.
- q. Coordinates, orders, and supervises all office furniture moves.

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PART II AREA SUPPORT GROUP

INTERAGENCY FLEET MANAGEMENT SYSTEMS (IFMS) AND REMNANT FLEET

- a. ASG Project Manager for the implementation and fielding of the IFMS Non-tactical Vehicle (NTV) Fleet and Remnant NTV's in four BSB's
- b. Directs, coordinates and performs staff supervision of NTV base operation support.
- c. Performs liaison and serves as ASG primary point of contact between ASG, BSB's, IFMS Fleet Management Center (FMC), and HQ USAREUR ODCSLOG/EURO IMA on all matters pertaining to NTV fleet management.
- d. Collects, consolidates and analyses NTV fleet utilization data to ensure optimum Base Operations NTV mission accomplishment with minimum costs consisting of billing procedures, accident reporting, distribution, of vehicles and proper vehicle ordering for all BASOPS and DPW vehicles.
- e. Coordinates with the ASG DRM for vehicle funding processes during the fiscal year. Provides other agencies regularly or as requested detailed automated spreadsheets on accountability, assignment and cost of vehicles for the ASG/BSBs. Establish and track IFMS Billing Address Codes (BOAC's) to identify units and allocate vehicles IAW current TDA vehicle authorizations.
- f. Staff controls on vehicle inventory, advising four BSB TMPs on processes to request additional NTVs. Keeping a continuous inventory of all assigned vehicles by customer organizations.
- g. Staff management to support BSB commanders and DOLs on establishing, maintaining and annually re-certification of mass transit/shuttle bus routes and services IAW UR Reg 58-1. Provides technical expertise, guidance and recommendations to BSB commanders to establish new bus routes, consolidation of existing routes, or deletion of under utilized routes which are not cost effective or provide optimum use of assets and resources.
- h. Action office for coordination and execution of surge requirements that cannot be fulfilled by local TMP. Coordinates with HQ USAREUR ODCSLOG/EURO IMA with long term commercial vehicle leases if surge mission cannot be fulfilled within other USAREUR/EURO IMA capabilities. Serves as primary staff expert to the ASG commander for short term (less than 60 days) leases and advises commander to approve/disapprove request, based on asset availability and funding.
- i. Action office for receiving, consolidating and preparation of monthly, quarterly and annual reports to HQ USAREUR ODCSLOG/EURO IMA. Reports submitted, but are not limited to the monthly commercial vehicles leases, vehicle inventories and readiness reports as well as status on all DPW remnant and special purpose vehicles.

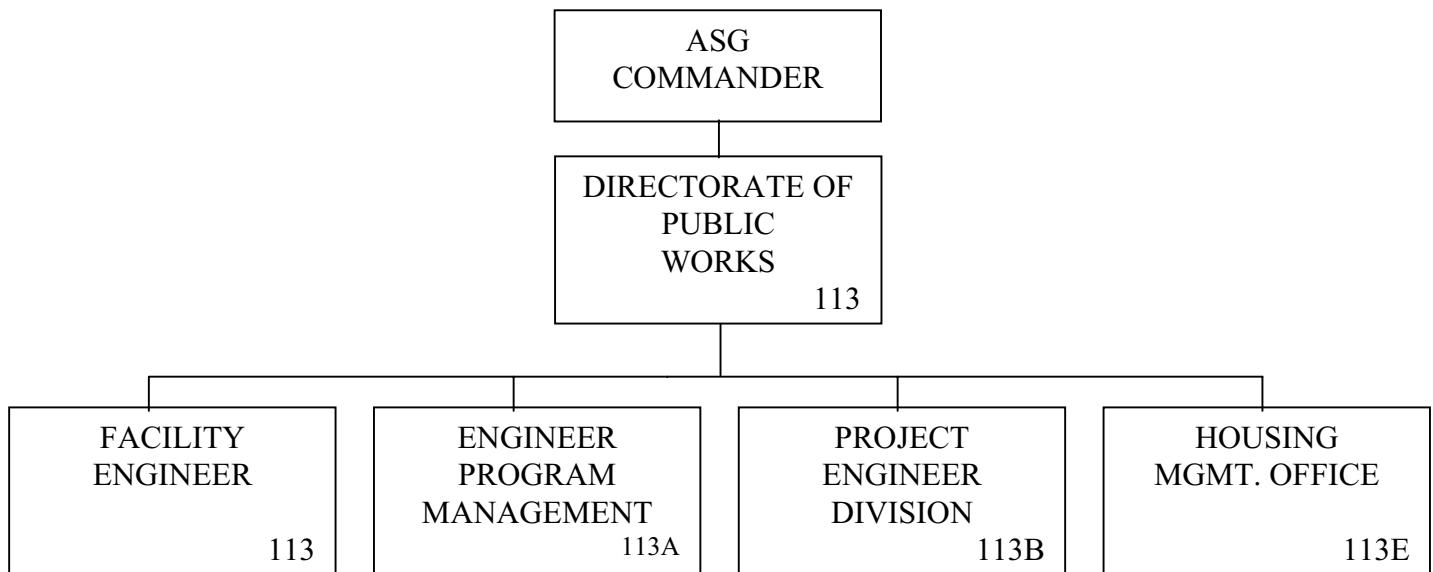
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PART II AREA SUPPORT GROUP

108. MAINTENANCE DIVISION

- a. Executes staff oversight over four Base Support Battalions (BSBs) Maintenance Activities, Schweinfurt, Kitzingen, Ansbach, and Bamberg.
- b. Responsible for the formulation and execution of the total Base Operations Support Activities and other units/activities satellited for maintenance support within the 98th ASG. Provides support with the USAREUR/EURO IMA and 21st TAACOM BASOPS Maintenance concept.
- c. Develops and recommends ASG maintenance policy for non-tactical maintenance support plan.
- d. Serves as DOL Safety and OSHA program manager.
- e. Plans and coordinates activities related to BASOPS Maintenance Center (BMC) activities, through on-site visits.
- f. Primary Point of Contact (POC) between the BMC and the maintenance customers within 98th ASG footprint.
- g. Coordinates with the BMC and BSB DOLs to resolve disputes with customers to include POV inspections, at all Customer Support Teams(CST)locations.
- h. Evaluates quarterly BMC performance and submits status reports to the Director BMC and ASG commander.
- i. Provides technical and administrative management advice for a variety of trades and crafts necessary in providing organizational and general support for various commodities of equipment.
- j. Conducts surveillance/evaluations, and staff assistance in accordance with regulatory requirements of all Base Operations Support/Activities Maintenance programs within the ASG.
- k. Maintains close liaison with all agencies and operations involved in maintenance.
- l. Coordinates maintenance issues with other commands, and represents the ASG and DOL in all related meetings.
- m. Provides sound judgement in solving complex technical/maintenance problems while adhering to established and regulatory procedures.
- n. Prepare a variety of special and recurring statistical and/or narrative logistical maintenance reports for submission to higher headquarters.
- o. Establishes and maintains effective interpersonal relationships and ability to influence and/or obtain compliance to regulatory logistical maintenance procedures.

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PART II AREA SUPPORT GROUP**SECTION 5 - DIRECTORATE OF PUBLIC WORKS. (DPW)**formerly called **DIRECTORATE OF ENGINEERING AND HOUSING. (DEH)***Transformation Installation Management (TIM)**Related HQDA proponent detailed Organization and Operations (O&O)**Links are provided below****Facilities Maintenance Management****Building (Facilities) Maintenance*[*a31. Training & Ops*](#)[*a32. Maintenance & Production*](#)[*a34. Supply*](#)[*a35. Administration*](#)[*a36. AFH*](#)[*a37. UPH*](#)[*a38. Community*](#)[*a39. Medical / Hospital*](#)[*a42. Other*](#)[*a63. Real Property Demolition*](#)[*Military Construction, Army*](#)[*Appendix 1 - USAREUR*](#)[*Job Order Contracting \(JOC\)*](#)[*a40. Maintenance - Improved Grounds*](#)[*a41. Maintenance - Unimproved Grounds*](#)[*a43. Maintenance - Surfaced Area*](#)[*a44. Heating / Cooling Services*](#)[*a45. Water Services*](#)[*RETURN TO INDEX*](#)

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PART II AREA SUPPORT GROUP

MISSION

Exercises staff proponency for Public Works activities to include: Real Property Maintenance (RPMA), Engineering Services, Housing Programs, Engineer Logistical Support, Environmental Programs, Community Planning, Furnishings Management, and Engineer Resource Management. Manages the Army Family Housing (AFH) and various Operations and Maintenance construction programs for the ASG. Manages engineer resources and construction projects in support of the BSBs.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

113. DIRECTOR OF PUBLIC WORKS (DPW).

Staff Engineer for the ASG. Chief advisor to the ASG Commander on engineering and housing issues. Program manager for J, K, L, M and H (OMA) accounts and AFH accounts.

- a. Plans, programs, coordinates, and analyzes execution of the accomplishment of the RPMA and AFH missions.
- b. Provides policy guidance and assistance to BSB commanders on RPMA and AFH matters.
- c. Provides guidance, and coordinates and supervises the Engineer staff in performance of the ASG Engineer mission.
- d. Provides administrative support to the ASG Engineer staff.

113. FACILITY ENGINEERING DIVISION.

Provides advice to the ASG Commander and staff on the maintenance and repair of facilities, utilities, implementation of Job Order Contracting (JOC), short-form and service contracts for buildings, grounds, utilities, environmental issues and RPMA supplies within the ASG. Assesses environmental protection and enhancement programs and policies to ensure compliance with current environmental laws, regulations, standards, and directives. Assists the BSBs with RPMA supply and engineer equipment issues. Serves as Program Manager for the Defense Logistic Agency Fuels Program and Environmental Compliance Projects programs.

- a. Gathers information for analysis and/or evaluation, and prepares studies as directed by the ASG DPW.

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PART II AREA SUPPORT GROUP

- c. Performs oversight of the BSB's Installation Solid Waste Disposal Plan.
- d. Coordinates initiatives to increase the efficiency of the BSBs RPMA supply operations. Coordinates the cross-leveling of excess supplies and equipment within the ASG. Interprets policies and procedures pertaining to the acquisition, disposition, issue, and storage of RPMA supplies and engineer equipment within the ASG. Assists in the acquisition and disposal of standard or nonstandard vehicles, Base level Commercial vehicles, and engineer special purpose equipment.
- e. Monitors the Water Quality Review Program and Water Rights Agreement for the ASG.
- f. Serves as focal point for internal reviews, command inspections and other Operations and Maintenance related issues.
- g. Coordinates initiatives to improve environmental programs (hazardous waste/materials, asbestos, radon, pollution prevention, contaminated site remediation, environmental audits, environmental awareness and environmental training). Reviews environmental reports. Serves as ASG liaison regarding environmentally sensitive issues or public relations with Host Nation officials and U.S. authorities. Integrates BSB environmental funding requests into the annual operating budget (1383 Report), and monitors acquisition and disbursement of subject funds for timely procurement/project execution. Coordinates and monitors validation of environmental projects with HQ USAREUR/EURO IMA.

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PART II AREA SUPPORT GROUP**113A. ENGINEER PROGRAM MANAGEMENT DIVISION.**

Responsible for RPMA, Validated Environmental Compliance (VENC) and AFH funds programming, distribution, adjustments, and prior year analysis, as well as engineer systems automation management. Primary resources managed are funds in the J, K, L, M, H, VENC and P19 accounts. Plans, programs, and coordinates automation management of DA standard computer systems including DPW/DWP computer and telecommunications hardware and software. Reviews and analyzes the effectiveness/accuracy of vertical reports which include the Unconstrained Requirements Report and the Technical Data Report. Provides instructions for the preparation of the Annual Work Plan.

BUSINESS MANAGEMENT BRANCH.

Plans, programs, distributes, analyzes, and provides guidance for the ASG and BSB financial resources in the J, K, L, M, H, VENC and P19 accounts. Validates and assigns priority, provides funding and programming for ASG DPW and BSB DPW requirements. Oversees budget execution through continuous review and analysis of obligations versus funding distribution.

- a. Provides guidance and expertise to the BSB DPWs in planning and executing their programs.
- b. Performs TDA manpower functions for the ASG DPW.
- c. Prepares periodic budget reviews. Obtains additional funding from USAREUR/EURO IMA as required.
- d. Point of contact for all DPW related support agreements. Prepares Tech Data Report, Advance Acquisition Plan, and Unconstrained Requirements Report for the ASG.

ENGINEER SYSTEMS BRANCH.

Develops, coordinates, implements, and monitors long-range engineering systems automation objects and policy for the ASG. Develops and maintains the master plan for engineer systems. Reviews and provides advice concerning automation and telecommunication requests. Consolidates requirements and acquisition of hardware to support DA Standard Systems. Develops and provides guidance for standard DA, USAREUR/EURO IMA, and UMC automation information systems. Provides consultation, technical advice and assistance to ASG engineer system users and BSB Systems Administration concerning applications, hardware, and software for DA engineer standard systems.

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PART II AREA SUPPORT GROUP**113B. PROJECT ENGINEERING DIVISION.**

Manages construction projects within the ASG. Provides technical advice and assistance to the ASG Commander and staff, and BSB Commanders on matters concerning construction in facilities within the ASG. Coordinates construction requirements with program managers. Manages maintenance and repair projects through the life-cycle of each project.

- a. Coordinates with program managers to develop project requirements. Plans and manages construction projects through design, procurement, and execution. Maintains the accurate status of all projects. Prepares construction procurement documents to be submitted to the RCO or Engineer District, Europe (EUD). Ensures that the documentation is complete and accurately reflects the contracting services required.
- b. Prepares scooping and delivery order documents for Architect-Engineer design contracts and engineer district agreements. Reviews and approves designs, coordinating with BSB customers and contract personnel. Coordinates with staff proponents as to compliance with project designs with the installation master plan, using agency needs, construction practices, energy conservation measures, and environmental considerations. Represents the ASG Engineer at design review meetings and conferences as required. Prepares and submits requests for governmental permits and Auftragsbaugrundsätze (ABG-2) project coordination documents.
- c. Prepares procurement packages and monitors projects through the procurement phase.
- d. Monitors projects during execution. Assists COR in keeping projects on track and on schedule, and with the preparation of contract modifications. Ensures timely submission of DD Form 1354 by the construction agency to the BSB Real Property Accountable Officer.
- e. Submits the project portion of the Advance Acquisition Plan.

PROJECT ENGINEER TEAMS.

Responsible for the professional engineering life-cycle management of projects. Orders and analyzes design drawings, specifications, and cost estimates for ASG construction projects. This includes OMA-funded maintenance, repair, and minor construction projects; NAF-funded projects (including AAFES), AFH-funded maintenance, repairs and incidental improvements, as well as minor construction for other reimbursable fund sources. Coordinates designs with using agency, technical experts, and BSB DPWs.

- a. Prepares scope of work and deficiency tabulations (DEFF TABS) for all projects designed by the EUD and/or Architecture-Engineering (A/E) firms as required.
- b. Acts as COR for all design contracts accomplished by A/E firms (i.e., Title I services) for ASG projects not administered by EUD.

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PART II AREA SUPPORT GROUP

- c. Works with the design agency, the BSB DPW, and final customers in the development of criteria, standards, and design requirements for projects.
- d. Provides technical assistance to the COR and KO (either EUD or USACCE) in selection of materials, construction methods, and project supervision and inspection beyond the capability of the Inspection Branch at the BSBs. Prepares engineering design modifications/change orders to awarded construction contracts as required.
- e. Represents the ASG DPW at design conferences on projects executed by EUD or other construction agencies as required.
- f. Provides technical assistance to other DPW elements on complex engineering problems.

ENGINEER SUPPORT TEAM.

Responsible for providing administrative and technical support to Project Engineer Teams. Maintains project status information. Provides work management direction for the division chief.

PLANS AND PROGRAMS OFFICE.

Directs regional master planning. Reviews the planning and programming of BSBs' installation/facility development and stationing plans, facility utilization, property releases, acquisition, conversion, diversion, relocation, and disposal. Coordinates planned developments with other agencies, staff proponents, master planning boards, higher headquarters and host nation authorities. Program Manager for AFH Major Maintenance and Repair, non-specified operations and maintenance, Military Construction Army, and Army Family Housing-Construction projects. Manages the ASG Energy Saving projects (FEMP/ECIP) and Troop Construction Programs.

- a. Evaluates master planning documentation: maps and plans that record the status of US controlled property assets; outlines of facility requirements to support present and future missions; and correspondence on the disposition/assignment of assets.
- b. Advises senior commanders, staff and agency directors, and BSB Commanders of planned regional development, stationing actions, and facility utilization/disposition changes.

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PART II AREA SUPPORT GROUP

c. Integrates priorities for AFH, AFH-C, MCA, UMMCA, and OMA programs. Ensures that supporting project documentation is correctly prepared by the BSBs for major construction, facility repair, alteration and/or modernization requirements under MCA, OMA, AFH, NAF, and other funding programs. Represents ASG project requirements to the HQ USAREUR/EURO IMA for inclusion in the major funding programs. Centralizes all program management to ensure uniformity in the development of project lists and prioritization processes. Prepares and submits ABG-1 program documents.

d. Monitors and assists BSB planners in conducting BSB master planning functions. Monitors BSB management of installation real property. Reviews BSB Integrated Facilities Systems Management (IFSM) data base for accuracy of information reported and extracts data for review and analysis.

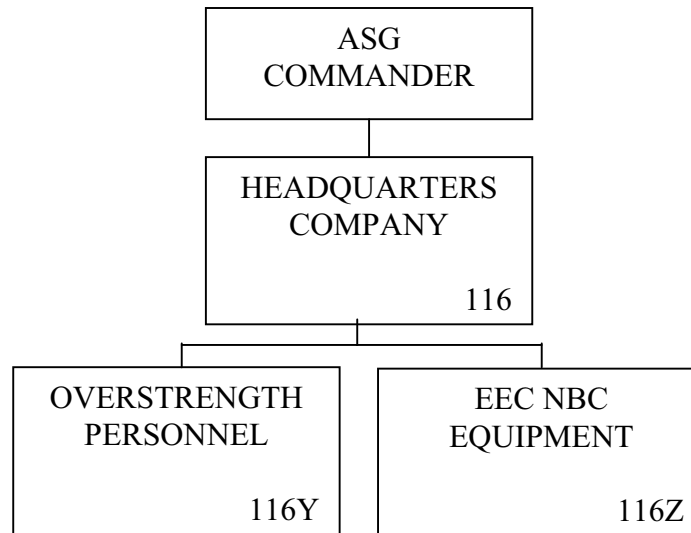
e. Manages the ASG facility energy conservation program to include the Army ECIP and FEMP programs. Defines, coordinates and evaluates the submission of utility conservation projects.

113E. HOUSING MANAGEMENT OFFICE.

Chief advisor to the ASG Commander on housing issues. Exercises staff proponency for the ASG housing program to include: government-owned and leased Army Family Housing (AFH), Unaccompanied Personnel Housing (UPH), and Community Homefinding Relocation and Referral Services (CHRRS). Manages Housing Program resources.

- a. Interprets housing policies for the ASG Commander and Staff.
- b. Reviews and reconciles current and long range programming requirements identified by BSBs for use in resource distribution.
- c. Recommends ASG priorities for family housing projects and action plans.
- d. Provides guidance and assistance to BSBs as required; reviews BSB reports.

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PART II AREA SUPPORT GROUP**SECTION 6 - HEADQUARTERS COMPANY.****MISSION**

Headquarters and Headquarters Company, 98th ASG provides administrative, logistical and training support to the soldiers and civilians of the 98th ASG Headquarters; implements Force Protection measures upon notification; conducts joint training with a German Partnership Unit; and manages Soldiers' Quarters and Quality of Life.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS**116. HEADQUARTERS COMPANY.**

- a. Commands soldiers assigned and attached to HHC, 98th ASG.
- b. Provides administrative, logistical, training, and billeting support.
- c. Conducts morale support, military discipline, housekeeping (details and duty rosters), and welfare activity functions for assigned/attached personnel.
- d. Coordinates with the S-2/3 on individual schooling of military personnel for the Primary Leadership Development Course (PLDC), Basic Noncommissioned Officer Course (BNCOC), Advanced Noncommissioned Officer Course (ANCOC), Skill Development Test (SDT), and other individual schools.

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PART II AREA SUPPORT GROUP

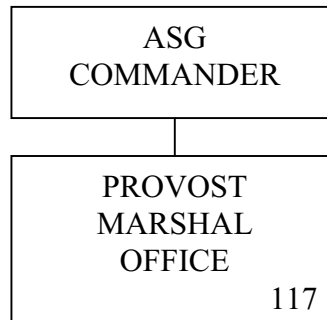
- e. Coordinates weapons qualification training, Common Task Testing (CTT), common military training required by UR 350-1, and mission essential task training.
- f. Handles sponsorship program for incoming personnel.
- g. Provides ration cards to assigned/attached personnel and dependent family members.
- h. Processes and monitors personnel and finance actions.
- i. Maintains and secures weapons.
- j. Provides command and control for the force protection team at Faulenburg Kaserne.
- k. Conducts joint training with two German Partnership Units.

116Y. OVERSTRENGTH PERSONNEL.

116Z. EEC, NBC EQUIPMENT.

- a. Ensures sufficient amount of protective masks for all soldiers within the organization.
- b. Can provide limited early warning on chemical attack if equipment is in place.

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PART II AREA SUPPORT GROUP**SECTION 7 - PROVOST MARSHAL OFFICE.****MISSION**

Initiates, develops, and recommends policies, plans, and procedures pertaining to crime prevention, physical security, anti-terrorism, maintenance of law and order, Military Police investigations, traffic safety enforcement, registration of privately owned vehicles and firearms, Military Police working dogs, and personal security operations. Serves as the ASG proponent for confinement matters. Establishes liaison with host nation and other U. S. police authorities. Provides technical assistance to BSB Provost Marshal offices.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS**117. PROVOST MARSHAL (PM).**

Serves as the principal advisor to the ASG Commander and staff in matters pertaining to crime prevention, physical security, anti-terrorism, and maintenance of law and order. As the senior law enforcement officer in the ASG, also serves as an advisor to BSB commanders on matters of MP law enforcement. Also establishes liaison with host nation and other U. S. police authorities and provides technical assistance to PM offices. Is the USAREUR/EURO IMA PM's staff point of contact for law enforcement activities in this ASG.

- a. Maintains and reports criminal record information, ASG incident files IAW Army Regulations and Title 10 of the U.S. Criminal Code. Manages the issuance and destruction of Military Police Credentials for Military Police and Physical Security Investigators.
- b. Plans and executes all Military Police budgetary requirements for new and replacement equipment requirements, schools, and specialized training requirements for all BSB Military Police.
- c. Assists the ASG Force Protection Officer by reviewing projects submitted for funding under the ASG Command Security Upgrade Program (CSUP). Responsible to execute the ASG Physical Security Program and review all Physical Security projects submitted by the BSBs for ASG/USAREUR/EURO IMA/DA funding. Ensures all DPW construction projects meet physical security requirements and specifications in USAREUR Regulation 525-13. Reviews all BSB MEVA submissions. Monitors and assists BSB physical security inspectors with their physical security inspections, re-inspections, and surveys. Coordinates installation and testing of alarm monitoring groups (AMG) and JSIIDS.

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d. In FY03 under the IMA, the USAREUR PM, which is dual hatted as the Regional PM, will take all MP working dog (MWD) positions. The MWD authorizations (21 dog handlers and 21 dogs) will be OPCON to the 98th ASG organization instead of being assigned as they are now. They will, however, continue to work in the 98th ASG arena as they are now. The OPCON will provide the ASG with 27 dog teams in lieu of the current 21 dog teams. Currently, the USAREUR PM intends to make the ASG responsible for all dog and handler support.

e. Plans, develops, and implements policies and procedures for MP law enforcement operations and anti-terrorism. Coordinates law enforcement efforts with the ASG S2/3 Force Protection Office and BSB force protection plans. Ensures BSB PMs exercise law enforcement support to installation force protection plans to ensure feasibility of plans and resource requirements.

f. Coordinates with Host Nation Law Enforcement agencies on matters of criminal investigations. Works closely with Military Police Customs Investigators in matters of white-collar crimes in the ASG.

g. Manages all CMF 95 personnel, to include assignments, deployments and operational moves within the ASG footprint.

h. Manages the ASG MP wide area secure network. Provides all technical computer support, upgrade forecasts, and network management for all BSBs Military Police Stations. Coordinates information management requirements, and provides technical assistance to BSB Military Police System Administrators.

j. Provides support and liaison in the management of all Military Police IFMS vehicles and Motorola Communications Systems for all the BSB MP stations.

j. Has technical oversight of criminal investigations to ensure compliance with federal and host nation laws as specified by Title 10, USCC, and the SOFA Agreement.

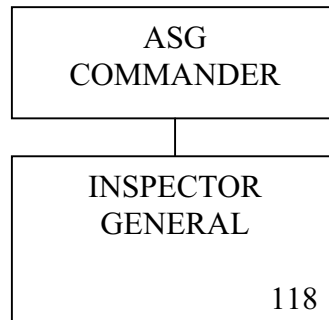
k. Conducts inspections and investigations to ensure compliance with command philosophy, legal regulations, and federal law.

l. Coordinates with tactical units and MP Commanders to facilitate manpower requirements for MP patrols, patrol distribution needs, and rotations of units providing patrols.

m. Manages and issues the ASG and USAREUR/EURO IMA installation passes for the 98th ASG. Provides policy and oversight to the BSB installation pass issuing agencies.

n. Supports the USAREUR/EURO IMA PM by forwarding criminal information and Serious Incident Reports IAW UR 190-40. All areas under the purview of the USAREUR/EURO IMA PM are coordinated and staffed through USAREUR/EURO IMA.

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PART II AREA SUPPORT GROUP**SECTION 8 - INSPECTOR GENERAL.**

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Staff Judge Advocate

[a79. Administrative & Civil Law](#)

[a80. Criminal Law & Discipline](#)

[a81. Client Services](#)

MISSION

Keeps the commander informed of IG observations, findings, and impressions on all aspects of the command. The IG is a fair and impartial fact finder who serves the commander and soldiers through the IG functions of teaching and training, inspections, investigations, and assistance.

TDA ORGANIZATION AND FUNCTIONS**118. INSPECTOR GENERAL (IG).**

Responsible for inquiring into, and reporting on , discipline, efficiency, economy, morale, training, and readiness throughout the 98th Area Support Group.

- a. Provides assistance to soldiers, DA civilians, family members, retirees, and others who seek help with problems related to the US Army within the ASG.
- b. Conducts inspections as directed by the commander, or as prescribed by law and regulations.
- c. Conducts investigations and inquiries as directed by the commander, or as prescribed by law or regulations.
- d. Conducts follow-up of inspections and audits, when directed by the commander, to evaluate the adequacy and effectiveness of corrective action taken, and review command audit follow-up systems to ensure effectiveness and compliance with AR 36-2.

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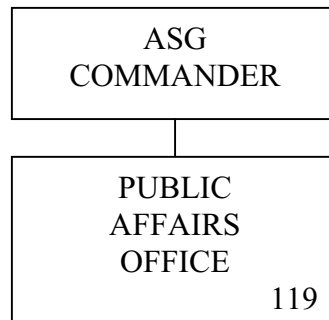
PART II AREA SUPPORT GROUP

e. Reviews internal management control programs IAW AR 11-2 to determine if:

(1) Policies, standards, and requirements have been effectively implemented (including procedures for supplementing and using internal control review checklists).

(2) Management has taken effective action to address internal control problems identified in audit and inspection findings and recommendations.

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PART II AREA SUPPORT GROUP**SECTION 9 - AREA PUBLIC AFFAIRS OFFICE.**

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Public Affairs

[a84. Community Relations](#)

[a85. Mews Media Facilitation](#)

[a86. Information Strategies](#)

MISSION

Advises the ASG Commander and staff on public affair matters including public information, command information and community relations. Coordinates public affair activities within the ASG to include its BSBs and ASTs. Establishes ASG Public Affairs policy and serves as the command spokesperson.

TDA ORGANIZATION AND FUNCTIONS**119. PUBLIC AFFAIRS OFFICE (PAO)**

The PAO is a Staff Officer to the ASG Commander. PAO provides news media interpretation and is the ASG liaison with the news media. The PAO is an official spokesperson for the Commander and the ASG.

- a. Advises and assists the ASG Commander and staff on public affair matters.
- b. Coordinates all external public information functions within the command and all internal command information to include information planning, dissemination of information, and publication of the ASG Regional Command Information newspaper or other CI media.

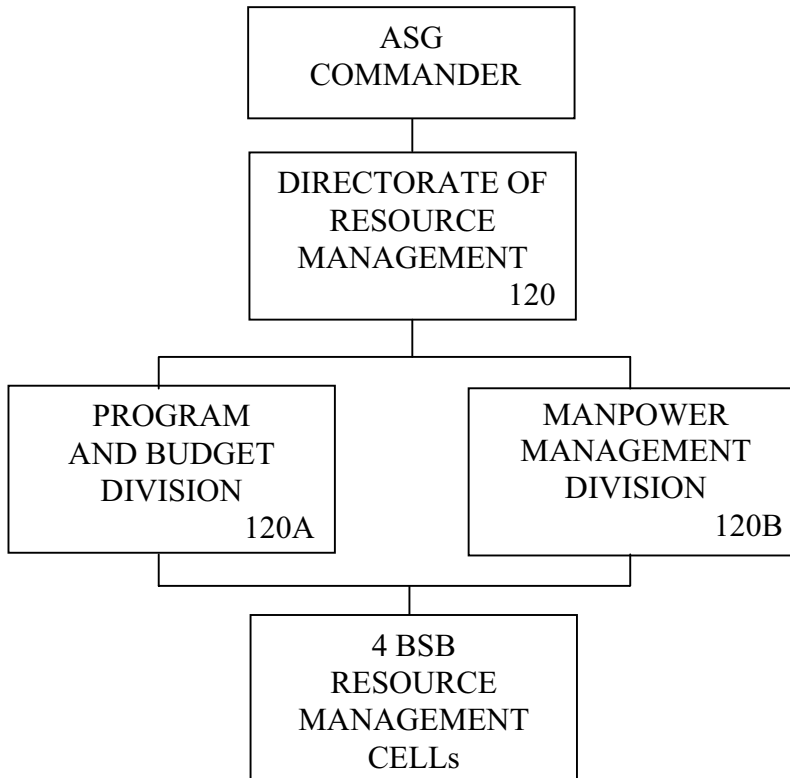
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PART II AREA SUPPORT GROUP

- c. Maintains liaison with civilian and military information media representatives and assists them in obtaining information relating to the command.
- d. Provides guidance and or additional assistance to the BSB PAO personnel on special or sensitive incidents or situations that could attract media attention.
- e. Maintains liaison with, and conducts assistance visits to, BSB and AST PAOs.
- f. Makes news & photo releases to internal and external media.
- g. Makes recommendations for the training of and use of personnel assigned to public affairs duties within the ASG.
- h. Clears speeches and articles for local release.
- i. Monitors implementation of command information programs directed by higher headquarters.
- j. Conducts community relations programs for the ASG HQ. Develops and monitors command-wide public affairs funding programs.

PART II AREA SUPPORT GROUP

SECTION 10 - DIRECTORATE OF RESOURCE MANAGEMENT.



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Financial Management

[a69. Program / Budget](#)

[a71. Management Accounting](#)

Management Analysis

[a73. Management Analysis](#)

Support Agreements

[a70. Support Agreements/MOU/MOA/Mgmt](#)

CSO A76

[A76 - Competitive Sourcing](#)

ACOE

[Army Communities of Excellence Program](#)

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PART II AREA SUPPORT GROUP

MISSION

Directs, coordinates, and provides assistance and advice to the ASG and BSB commanders and staff on resources. This includes programming, budgeting, execution and control of appropriated funds (APF); Installation Status Report (ISR) Part III; Service Based Costing (SBC); management and documentation of manpower and equipment resources; management analysis studies, productivity improvement, internal control programs; and necessary integration of APF and nonappropriated fund (NAF) resources.

TDA ORGANIZATION AND FUNCTIONS

120. DIRECTOR OF RESOURCE MANAGEMENT.

Responsible for Resource Management (RM) activities in the ASG and BSBs. Coordinates, recommends, and provides professional management advice and assistance on the use of resources in terms of manpower and dollars. This includes program and budget analysis and formulation, execution, and control; internal control; productivity improvements and organizational efficiency review programs.

- a. Serves as the principal ASG staff advisor on RM. Keeps commanders and staff informed of significant RM issues, problems, trends, and status. Principal advisor and member of the ASG Program Budget Advisory Committee (PBAC). Serves on key ASG committees and boards to provide RM expertise and advice.
- b. Supports commanders and staff in execution of command responsibilities for financial management and fund control; certifies fund availability; maintains resource accountability documents.
- c. Implements and manages required manpower and management analysis programs.
- d. Performs coordination with higher headquarters to accomplish finance, accounting, audit, and other RM activities.
- e. Plans, organizes, staffs, directs, and controls activities of the directorate. Assigns work; establishes work priorities; schedules personnel to perform the work; ensures compliance with directives, regulations, and standards; and ensures proper use of supplies, equipment, and facilities. Supervises and rates assigned personnel.

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PART II AREA SUPPORT GROUP

120A. PROGRAM AND BUDGET DIVISION.

- a. Coordinates programming input of the ASG and BSB staff to ensure complete integration of programming and budgeting efforts.
- b. Consolidates input from ASG & BSB Program Directors (PDs) and publishes ASG Resource Planning Directive (RPD). Coordinates input from BSB PDs with ASG PDs.
- c. Implements HQ, USAREUR/EURO IMA Resource Guidance (RG), Mid-Year Review (MYR) and Command Operating Budget (COB) instructions.
- d. Develops ASG RG based on USAREUR/EURO IMA Guidance and distribution decisions from ASG PDs. Obtains approval through RRAG process and distributes RG to ASG staff and BSBs.
- e. Prepares ASG Obligation Plan (RCS DD COMP(M) 1442), Monthly Flash Report, MYR, and COB for submission to HQ, USAREUR/EURO IMA.
- f. Provides budget analysis of ASG resources, to include Operation and Maintenance, Army (OMA); Operation and Maintenance, Army Reserve (OMAR); Operation and Maintenance, Army National Guard (OMARNG); Reserve Personnel, Army (RPA); Army Advocacy Program (AFAP); Army Family Housing (AFH); Army Stock Fund (ASF); Other Procurement, Army (OPA) and special areas of interest (i.e., Annual Financial Target (AFT), travel target, Maintenance of Real Property Facilities (MRPF) and .0012 limitation).
- g. Establishes and monitors AFT and average salaries, for ASG staff and BSBs.
- h. Monitors budget execution for all programs for current & five prior years.
- i. Prepares for and conducts Program Activity Working Group (PAWG) and Resource and Review Advisory Group (RRAG) meetings.
- j. Serves as proponent for USAREUR Transfer Requests (UTRs).
- k. Provides points of contact (POCs) for management of Program Development Increment Packages (PDIPs) that act as liaison with HQ, USAREUR/EURO IMA.
- l. Provides liaison between HQ, USAREUR, EURO IMA, PDs, other DRM Divisions and BSBs concerning resource management issues.
- m. Analyzes resource utilization in the ASG and BSBs.
- n. Maintains control over ASG and BSBs' funding authorizations and distributions (current and five prior years).

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PART II AREA SUPPORT GROUP

- o. Prepares monthly budget execution reports and provides to ASG PDs; include UTR approvals and status of Unfinanced Fund Requirements (UFRs).
- p. Provides an analysis of variances of execution to ASG PDs. Recommendations for adjustments, where necessary or advisable, will be provided for PD consideration.
- q. Analyzes expenditures, implements budget/manpower guidance, and coordinates and maintains responsibility for year-end closeout procedures.
- r. Acts as POC for all budgetary matters pertaining to the ASG and BSB's. Receive, coordinate with PDs, and act on all incoming budget reports and budget execution correspondence.
- s. Develops ASG Resource Management Plan (RMP) instructions with input from PDs, disseminate instructions to BSBs, and receive RMP input and monitor execution.
- t. Advises ASG staff proponents and BSBs on the status of their budget execution and all budget matters.
- u. Oversees Agreements Program for logistics, including memorandums of agreement, memorandums of understanding, and inter-and-intra service support agreements.

120B. MANPOWER/MANAGEMENT DIVISION.

MANPOWER AND EQUIPMENT DOCUMENTATION BRANCH.

- a. Develops ASG manpower allocation plan based on RG, USAREUR/EURO IMA constraints, and PD input. Obtains approval from the ASG Commander and distributes manpower authorization documents to all ASG and BSB activities. Distributes program-specific authorization reports to PDs.
- b. Informs and advises PDs and Program and Budget Division of relevant manpower issues/changes as required.
- c. Administers the ASG force program to include projected authorization ceilings by Unit Identification Code (UIC), element, category, and Army Management Structure Codes (AMSC) for current and subsequent fiscal years.
- d. Formulates policies and procedures in conjunction with PDs to govern the allocation of manpower resources as well as reporting responsibilities to higher headquarters.
- e. Manages Civilian Employment Level (CEL) allocations for the ASG staff and subordinate BSBs.
- f. Prepares and maintains manpower authorizations, utilization reports, and statistical data.

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PART II AREA SUPPORT GROUP

- g. Provides Installation The Army Authorization Documents System (ITAADS) technical assistance to ASG staff and subordinate BSBs.
- h. Reviews, analyzes, and makes manpower recommendations on the ASG's force modernization plans, including any study which will result in documentation of manpower and/or equipment in MTOE and TDA documents. Coordinate recommendations with PDs.
- i. Manages the ASG overstrength program.
- j. Processes Force Structure updates and ITAADS changes for MTOE augmentation units.
- k. Conducts special studies and assists in HQ, USAREUR Manpower Surveys to determine minimum essential manpower requirements.
- l. Provides monthly manpower utilization appraisals and special utilization studies, to include manpower requirement changes derived from USAREUR/EURO IMA manpower utilization surveys and application of summary level staffing standards.
- m. Reviews and evaluates letter requests for standard or nonstandard equipment to determine if justification is appropriate and the equipment is minimum essential for mission accomplishment.
- n. Exercises ASG approval authority in coordination with PDs for purchase of selected nonstandard commercial and standard noncontrolled items of equipment per SB 700-20 for documentation on TDAs.

MANAGEMENT ANALYSIS BRANCH

- a. Implements the Management Control Plan (MCP) in the ASG/BSBs. Maintains internal control weakness tracking system; analyzes and evaluates material weaknesses.
- b. Analyzes and evaluates documentation from ASG staff and BSBs in support of the USAREUR Annual Assurance Statement. Maintains operating manager/operating POC/assessable unit inventory. Applies MCP program assistance.
- c. Responds to, and formulates command comments for all MCP findings and recommendations on USAAA functional audits of ASG/BSBs.
- d. Manages the Army Ideas of Excellence Program (AIEP) in ASG/BSBs. Receives ideas; assigns number; logs in database; forwards for evaluation; analyzes ideas for ASG-wide impact; monitors/analyzes functional evaluations; forwards ideas with USAREUR-wide impact; advises suggestors on idea status; prepares final notification; implements idea if approved.

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PART II AREA SUPPORT GROUP

e. Reviews HQ USAREUR/EURO IMA policies; resolves problems; validates savings; processes award payments through personnel, finance, and Incentive Awards Review Board.

f. Participates in and/or conducts Organizational and Functional (O&F) analyses; develops, coordinates, maintains, and publishes O&F Manual.

g. Implements and maintains the Review & Analysis (R&A) Program for the ASG and BSBs. Reviews ASG and BSB goals/objectives; develops new management indicator/tracking format; develops new FY R&A reporting input form; provides input requirement notification; compiles, verifies, analyzes, posts and publicizes management indicator performance data; monitors special interest areas; conducts R&A.

h. Coordinates with HQ USAREUR/EURO IMA on training requirements, attendees, and logistical support (transportation, housing).

i. Conducts management studies. Maintains study plan; reviews study request; conducts/documents feasibility analysis; prepares/coordinates individual Plan of Action (POA); organizes study team; provides study entrance briefing; accomplishes fact-finding; documents/analyzes fact-finding; prepares recommendation; prepares study report; presents study result; coordinates/monitors study recommendation implementation; conducts post implementation review; provides manpower savings input.

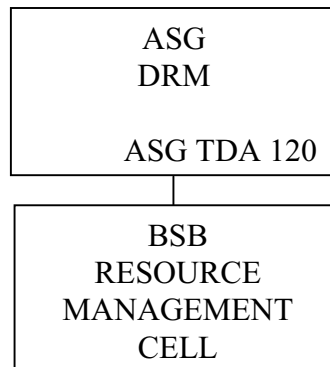
j. Implements the Army Communities of Excellence (ACOE) Program based on Army Performance Improvement Criteria (APIC) in the ASG/BSBs. Analyzes progress against baseline, assists the BSBs with training and in the preparation of nomination packages. Attends and facilitates quality management related briefings and workshops. Collects and forwards nomination packages to Commander, briefs Commander, and forwards nomination packages to HQ, USAREUR/EURO IMA for USAREUR-wide and HQDA-wide evaluation and competition. Participates in USAREUR and DA evaluation process.

k. Prepares briefing charts and information booklets for the DRM and updates these as required by changes.

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PART II AREA SUPPORT GROUP

BASE SUPPORT BATTALION (BSB) RESOURCE MANAGEMENT (RM) OFFICE



ORGANIZATION AND FUNCTIONS

- a. Serves as the principal BSB staff advisor on Resource Management (RM). Keeps BSB Commander and staff informed of significant RM issues, problems, trends, and status.
- b. Supports BSB Commander and staff in execution of command responsibilities for financial management and fund control; certifies fund availability; maintains resource accountability documents.
- c. Implements and manages required manpower programs according to MAA and ASG approved template.
- d. Performs coordination and interface with ASG Directorate of Resource Management to accomplish finance, accounting, audit, and other RM activities.

BUDGET MISSION.

- a. Plans and develops BSB budget estimates, operating budget and budget execution. Forwards approved program changes and adjustments to ASG.
- b. Coordinates the receipt, allocation, and redistribution of appropriated funds made available to the BSB.
- c. Certifies BSB funds.
- d. Maintains commitment, obligation, reimbursement, and expense data as required and/or deemed necessary.
- e. Reviews outstanding commitments, unliquidated obligations, and unfilled orders by AMS and EOR.

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PART II AREA SUPPORT GROUP

- f. Prepares monthly budget execution reports and provides to BSB Commander and Directorates.
- g. Advises BSB Staff proponents on the status of their budget execution and all budget matters.

MANPOWER MISSION.

- a. Establishes civilian manpower management guidance and control for activities organized under this Command's Table of Distribution and Allowances (TDA).
- b. Prepares monthly utilization reports and provides to BSB Commander and staff proponents, to include the ASG over strength program.

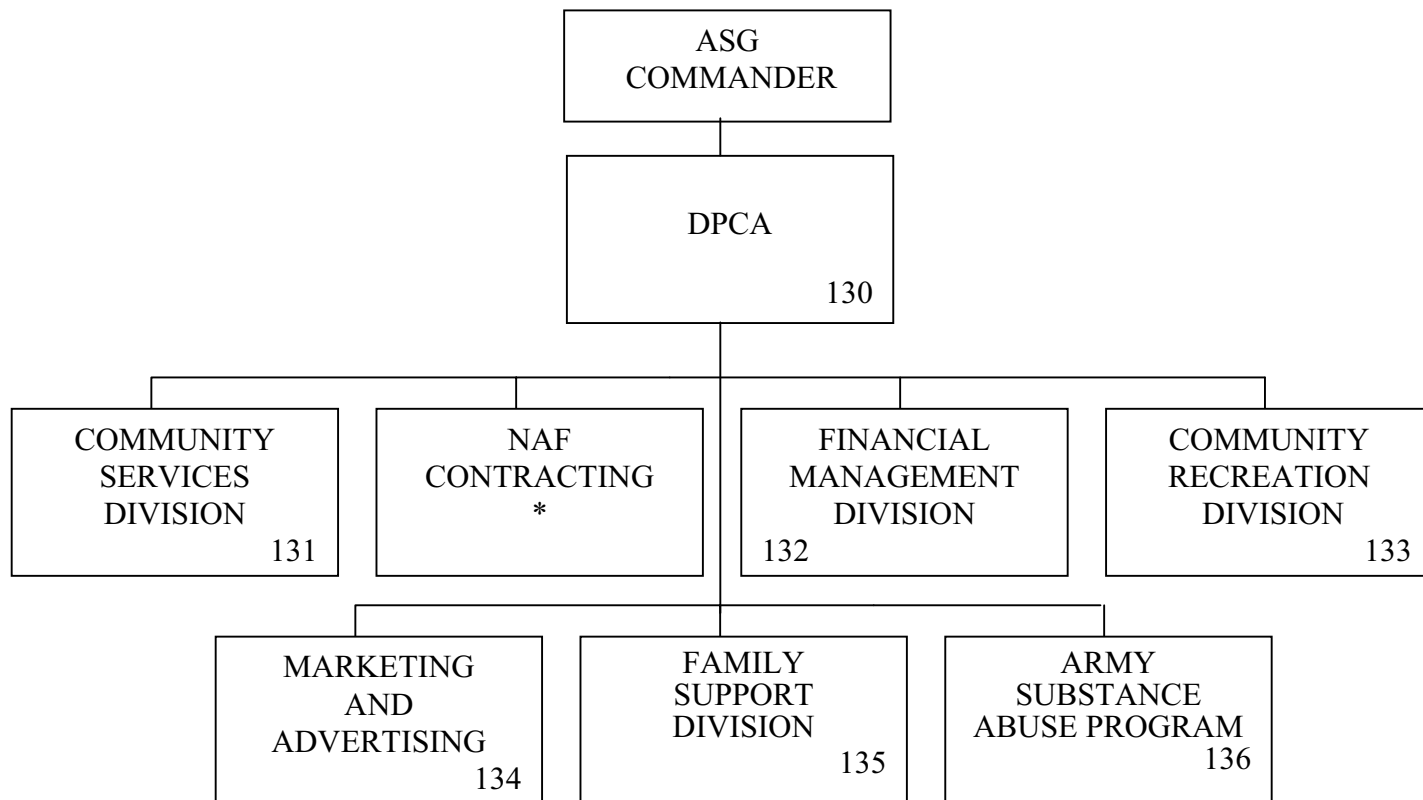
MANAGEMENT MISSION.

- a. Provides input requirements to the BSB's R&A program.
- b. Supports the BSB in implementing and maintaining the ACOE program. Provides input requirements for the preparation of nomination packages.

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PART II AREA SUPPORT GROUP

SECTION 11 - DIRECTOR, PERSONNEL AND COMMUNITY ACTIVITIES (DPCA).



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Morale, Welfare & Recreation

[a10. Army Community Services](#)

[a11. Child and Youth](#)

[a12. Fitness, Recreation and Libraries](#)

[a13. Business Operations](#)

[a51. Army Lodging Management](#)

Army Continuing Education Services

[a14. ACES](#)

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PART II AREA SUPPORT GROUP

*NAF Contracting is separated organizationally from the Services Division.

MISSION

Advises and assists the ASG Commander and staff on the Morale, Welfare and Recreation (MWR) activities and resultant impact on the welfare of soldiers and family members. Acts as program manager of ASG non-appropriated funds (NAFs), and program director of selected appropriated funds (APFs) for Army Base Operation (BASOPS) MWR activities. Manages the ASG MWR Quality of Life (QOL) programs to include the Army Substance Abuse Program (ASAP). Educates, trains, and provides advice and assistance to BSB/AST counterparts on accomplishment of ASG mission, goals and objectives, and specific program requirements.

ORGANIZATION AND FUNCTIONS

130. DIRECTOR, PERSONNEL AND COMMUNITY ACTIVITIES.

Responsible to the ASG Commander for all personnel matters pertaining to the morale and welfare of ASG soldiers, family members, and civilians. Program director for the APF budget which supports ASG-wide programs for MWR, child development services (CDS), youth services (YS) and Army Community Services (ACS), and ASAP. Supervises ASG NAF personnel management and professional development, as well as personnel policies and execution of personnel directives.

- a. Functions as the Fund Manager.
- b. Advises and assists the ASG Commander and staff on MWR activities which impact on the personnel, and overall QOL morale and welfare.
- c. Evaluates program performance against stated objectives.
- d. Advises and assists the ASG Commander on MWR, ASAP, CYS, ACS and common support programs.
- e. Plans, develops and implements through subordinates all aspects of the MWR.
- f. Responsible for analyzing and prioritizing distribution of resources (manpower and operational dollars) for all MWR QOL programs. Justifies program initiatives. Directs preparation, execution and analysis of all budgets.
- g. Oversees, and is responsible for, development and execution of internal program budgets within constraints of resource guidance. Reviews and approves all NAF MWR functional and specific COB schedules. Provides additional work load and justification for assigned MWR QOL programs to implement COB schedules.

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PART II AREA SUPPORT GROUP

- h. Analyzes programs, approves and directs the distribution of resources to the ASG and BSBs within approved command guidelines.
- i. Assesses impact of changes in mission, work load, or priorities on MWR QOL programs and, if necessary, initiates reprogramming action. Coordinates the redistribution of resources across program lines (i.e., BASOPS) with appropriate program directors and the DRM.
- j. Develops, coordinates, and implements ASG policy regarding ASG MWR activities and operations.
- k. Advises BSBs on matters pertaining to QOL activities such as AAFES liaison, MWR QOL, unit funds, private organizations, check control, tax relief, and commercial sponsorship programs.
- l. Reviews Management Information System data.
- m. Reviews warehouse operations. Establishes property and supply control procedures.
- n. Initiates a comprehensive training program.

131. COMMUNITY SERVICES DIVISION.

Provides general support services to the other divisions in the MWR area. (Note: The draft O&O document, Section I, Major Service Activity 1-2, does not address NAF Property, NAF Motorpool, NAF Automation or the Army Substance Abuse Program as common support functions at either the installation or regional levels.)

NAF PROPERTY.

Provides technical assistance as the NAF Property Book Office (PBO). Serves as primary management office and provides direct PBO support to MWR activities at 4 BSBs (235th/279th/280th/417th) within the ASG footprint. Establishes procedures and accountability for all NAF fixed assets. Ensures compliance with regulatory requirements. Schedules and coordinates all annual inventories; processes all necessary documents to ensure proper update to master fixed asset list (FAL); establishes and maintains hand receipt database. Serves as an ASG SME in OIP's conducted in each BSB. Analyzes and identifies problems and deficiencies in sustaining effective stewardship of all NAFI assets.

NAF MOTORPOOL.

Provides automotive maintenance support for NAF fleet. Provides scheduled servicing as required. Provides Petroleum, Oil, and Lubricants (POL) (fuel and oil) to all MWR front doors. Dispatches and maintains NAF vehicle registrations and applicable documents as required. Provides vehicle operator training as required and conducts annual winter driving briefs. Certifies safety miles report of NAF vehicle drivers.

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PART II AREA SUPPORT GROUP

AUTOMATION.

Provides Information Management (IM) services, support, and technical assistance to the DPCA, BSB DCAs, and users of automated equipment within the ASG MWR arena. Conducts research in the IM arena focusing on mission efficiency and proficiency.

- a. Administers and maintains NAF Local Area Network (LAN) capabilities using Microsoft and Novell Network Operating System (NOS). Provides administration of LAN, including hardware/software maintenance of servers, cabling, client software, and user training/monitoring.
- b. Provides user desktop maintenance/limited training of common desktop software, e.g. Win20K, WIN NT, Word, PowerPoint, Excel, Access.
- c. Serves as liaison office with local DOIMs and other MIS offices throughout USAREUR. Provides liaison support for out-source vendor contracts and sister government agencies.
- d. Provides technical advice and specifications for all MWR IM purchases, ensuring regulatory compliance and mission adequacy. Provides detailed Statement of Work (SOW) documents where required.
- e. Prepares annual operating budget for staff and equipment within ASG MWR footprint.
- f. Ensures IM equipment are accredited and operated according to established regulations and policies.
- g. Implements and administers ASG-wide mandatory Management Information Systems (MIS), e.g. RECTRAC!, GOLFTRAC!, NAF Source, Time & Attendance, etc.
- h. Monitors and executes information assurance requirements.

NAF CONTRACTING.

Provides NAF purchasing and contracting services to all BSBs and activities within the ASG in support of MWR programs.

- a. Administers and exercises staff supervision and technical oversight over the ASG NAF acquisition program.
- b. Develops policy, provides guidance, and monitors NAF purchasing and contracting activities.
- c. Establishes NAF purchasing and contracting procedures for NAF supplies, services, and construction, not to exceed \$100,000 per acquisition action; and an unlimited dollar amount for delivery orders written against GSA/AFNAF contracts.
- d. Performs NAF purchasing and contracting functions as follows:

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PART II AREA SUPPORT GROUP

- (1) Advance Acquisition Planning.
 - (2) Issuance of Solicitations.
 - (3) Price and Cost Analysis.
 - (4) Evaluation of Offer and Source Determination.
 - (5) Contract Awards.
 - (6) Contract Administration.
 - (7) Quality Assurance.
- e. Processes and monitors ASG ratification actions of unauthorized commitments.
- f. Establishes and provides training to MWR employees, including BPA caller training, BPA inspections and formal technical procurement training (classroom).
- g. Monitors procurement performance of NAF Capital Purchase and Minor Construction (CPMC) project acquisitions.
- h. Implements the NAF International Merchant Purchase Authorization Card (IMPAC) and provides training to appoint credit card holders.
- i. Provides surveillance visits to the 98th ASG and all its BSBs to review Blanket Purchase Agreement (BPA) and IMPAC VISA card purchase documents.

BUSINESS OPERATIONS.

Provides soldiers, soldiers' families, and other authorized patrons business programs that respond to validated needs for food, beverage, hospitality, social and recreation products and services. These business programs will generate, when necessary, additional revenues to support other soldier and family MWR programs.

- a. Analyzes business operations for Bowling, Community Clubs, Golf Courses, Rod and Gun Clubs, Volksfests, and other special events.
- b. Advises the ASG and the BSBs concerning the MWR business-oriented programs and services.
- c. Serves as liaison between USAREUR, the ASG, and the BSBs.
- d. Performs monthly review of financial statements; conducts staff assistance visits, annual command inspections, and quarterly meetings with BSB BMD; and fulfills special requests/actions in relation to the MWR business-oriented programs and services.

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PART II AREA SUPPORT GROUP

132. FINANCIAL MANAGEMENT DIVISION.

Advises the ASG Commander and the DPCA on all matters pertaining to ASG DPCA MWR financial budgeting, accounting, and manpower management. Provides policy guidance and oversight to the BSBs in delivery of selected financially related customer services (e.g., tax relief and private organizations).

a. Provides policy and procedures and monitors execution of NAF/APF funds impacting on MWR programs. Provides technical assistance/guidance to each BSB Director of Community Activities (DCA) and MWR staff on controversial and complex financial or budgetary issues.

b. Provides administrative oversight and supervisory control over the NAF Budget Branch, Manpower/Management Branch, and duty located personnel operating within each BSB's Financial Control Branch (FCB). The BSB FCB's responsibilities are:

(1) Duty located FCB chief serves as the CMWRF financial advisor to the BSB Commander and DCA.

(2) Consolidates and refines both NAF CMWRF as well as APF budgetary input.

(3) Processes all CMWRF execution documents (e.g., purchase requests, transfers-between-activities (TBAs), etc.) by maintaining Resource Control Ledgers (RCLs) as well as certifying availability of funds.

(4) Assures compliance with published guidance (e.g., ARs, MOIs, policy letters, etc.) as well as ASG, USAREUR/EURO IMA, and DA directives.

(5) Processes both NAF and APF personnel documents reflecting all actions on working PRD and TDA.

(6) Identifies material weaknesses and assures compliance with internal controls by performing checks such as "surprise" cash counts.

(7) Monitors and scrutinizes private organizations recognized by the BSB commander; recommending approval/disapproval for new applicants.

(8) Processes unit fund commitments against allocations.

(9) Provides customer (Mehrwertsteuer) tax relief services.

c. Coordinates the formulation, presentation, and review of the consolidated NAF CMWRF and APF MWR budgets.

d. Provides policy guidance in MWR financial, budget, manpower and accounting areas.

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PART II AREA SUPPORT GROUP

- e. Reviews audit findings and recommendations for appropriate implementation or recommends alternative solutions.
- f. Reviews and establishes manpower management policies for the appropriate manning of MWR programs and activities.
- g. Prepares briefings and/or presentations on MWR financial operations and/or budget execution.
- h. Participates in command and staff Resource and Budget Reviews representing DPCA APF funding interests and positions.
- i. Establishes reporting procedures and a suspense system for monitoring the completion of internal control checklists for MWR programs and QOL activities.
- j. Oversees the MWR Check Control Program.
- k. Monitors and processes all MWR Utilization, Support, and Accountability (USA) documents to include the Child and Youth Personnel Pay Program (CYPPP).
- l. Coordinates all BSB, ASG and USAREUR/EURO IMA requests for information on MWR management programs and initiatives.
- m. Researches, interprets, develops, and recommends local procedures to implement new or revised studies, policies, guidance and regulations issued by DA or USAREUR/EURO IMA.
- n. Periodically evaluates MWR QOL program standards, objectives and goals, and works out appropriate measures to improve coordination among branches, divisions, or activities, to reduce operating costs without impairing overall operations.
- o. Gathers information from managers. Researches and refines data, to update and publish the Organization and Functions Manual in order to reflect current MWR mission and functions.
- p. Oversees implementing and monitoring the completion of internal control checklists for MWR programs and activities.

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PART II AREA SUPPORT GROUP**NAF BUDGET BRANCH.**

Plans, manages and directs the development, formulation, justification and presentation of the ASG DPCA CMWRF NAF budgets (e.g., Annual Operating Budget (AOB), Capital Purchase and Minor Construction (CPMC) Budget, input to the USAREUR NAF Major Construction (NAFMC) Budget, 5-year Cash Projection Budget, 5-year Strategic Plan, and 5-year APF/NAF Synchronized Budget). Serves as the point of contact to the DPCA, FMD, BSB FCBs/DCAs, DPCA staff and USAREUR headquarters on all CMWRF budget matters.

- a. Monitors execution of the consolidated MWR Fund (CMWRF) NAF budgets. Coordinates and provides financial information and budgetary data upon appropriate request from the BSBs, ASG, and USAREUR.
- b. Provides guidance to program managers on preparation of budget estimates for the use of NAF in support of various MWR programs and QOL activities.
- c. Advises DPCA and DPCA program directors on all matters concerning the fiscal management of their organization's budget and financial resources.
- d. Provides status reports, fact sheets, and decision papers, as necessary, to brief officials on CMWRF program execution or current financial issues.
- e. Compares approved budget against forecasts submitted, determines deviations, and recommends changes in program execution or realigns resources as directed. Compiles data, develops and maintains detailed analysis, as well as briefing instruments (e.g., monthly CMWRF R&A), which show performance while revealing significant variances or trends.
- f. Participates in monthly ASG NAF CMWRF R&A meetings.
- g. Provides special analysis or reports based upon management request or as directed by the DPCA.
- h. Develops and issues budgetary guidance to BSB FCBs, as necessary, for tasking MWR program and activity managers on budgetary submission requirements and suspenses. Disseminates policy, guidance or memorandums of instruction (MOIs) to BSB FCBs on a variety of financially related issues.
- i. Prepares briefings and presentations, as required, to detail and explain the NAF budget process and/or execution rate for MWR programs and QOL activities as measured against overall budget standards, objectives and goals.
- j. Provides accounting liaison between the CMWRF and 266th Finance Command (FINCOM) as well as USAREUR MWR Fund (UMWRF).

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PART II AREA SUPPORT GROUP

- k. Monitors status, processes and oversees execution of all CMWRF investments (e.g., CPMC projects).
- l. Tracks, follows-up, and resolves outstanding CMWRF accounts receivable or payable.
- m. Consolidates and processes NAF claims for losses of CMWRF assets (e.g., Army Risk Management Program (RIMP)).
- n. Maintains the CMWRF "bad check" list. Initiates actions to collect monies owed by "bad check" offenders.
- o. Directorate POC for SBC, ABC, NAF major construction, strategic planning, MIPL and MAPL.
- p. Determines APF requirements for the DPCA BASOPS accounts while overseeing subsequent allocation followed by application of MWR related APF to include .S, .G (DPCA portion) and special QOL family support accounts (e.g., CDS, YS, and ACS).

MANPOWER MANAGEMENT BRANCH.

Serves as the point of contact on all issues concerning management studies/programs and manpower management.

- a. Coordinates all BSB, ASG, and USAREUR requests for information on NAF/APF personnel manning/staffing requirements and authorizations.
- b. Oversees application of manpower resources by keeping and updating working personnel requirements documents (NAF PRDs) as well as the MWR portion of the APF TDA.
- c. Develops procedures for preparing the PRD for MWR programs and activities and maintains a consolidated PRD data base for ASG DPCA and BSB NAF manning/staffing.
- d. Ensures that all documentation related to manpower issues is prepared and submitted accurately and in a timely manner.
- e. Prepares briefing reports or charts with pertinent narrative explanations for presentation to the ASG Commander and staff on manpower issues of interest.

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PART II AREA SUPPORT GROUP**133. COMMUNITY RECREATION DIVISION.**

Promotes physical and mental well-being of military personnel, their families and other authorized users by providing recreational and physical programs. Monitors operation of, and applies quality standards to the following branch activities/programs.

- a. Library (Main, Branch, Site). Arranges for centralized purchase and issue of book titles, audio-video materials, and periodicals.
- b. Community Recreation Centers-(Social activities, community tours, information, ticketing, and registration). Plans, programs, and budgets for contests. Non-facility based Project Director also serves as Brigade Recreation Specialist, who may be called upon to serve as Recreation Specialist with deployed units.
- c. Competitive Sports. Plans, programs, and budgets for championships. Promotes and recognizes both participants and hosts. Ensures enforcement of applicable medical and safety standards.
- d. Arts and Crafts (ceramics, drawing, painting, photography, weaving, woodworking, retail supply, etc.). Ensures application of specific safety and environmental standards. Plans, programs, and budgets for contests/exhibitions.
- e. Automotive Crafts (Self-Help Repair Shops, Auto Stripping Yards). Ensures application of specific environmental and safety standards.
- f. Entertainment. Coordinates, schedules, and evaluates DOD/USO Touring Shows. Plans, programs, and budgets for festivals and competitions.
- g. Outdoor Recreation (Campgrounds, equipment checkout, hunting and fishing, group outings, picnic grounds, etc.). Ensures enforcement of host nation environmental regulations. Plans, programs, and budgets for competitions.
- h. Physical Fitness (bodybuilding, exercise classes, weight training).
 - (1) Arranges for and provides technical advice or assistance to commanders as well as staff, in all functional areas.
 - (2) Responds to or initiates requests for data needed to evaluate functional areas.
 - (3) Directorate POC for Health Promotion Programs.
- i. Better Opportunities for Single Soldiers (BOSS). Serves as MWR proponent for single soldier QOL issues and concerns.

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PART II AREA SUPPORT GROUP

134. MARKETING AND ADVERTISING DIVISION.

Provides technical assistance and guidance to the DPCA on marketing and advertising issues and requirements. Acts as the liaison between the ASG and BSBs on operating procedures and policy matters.

- a. Advises the Commander and staff on marketing and advertising policies and regulations.
- b. Sets priorities, goals, and objectives for marketing and commercial sponsorship programs.
- c. Establishes marketing strategies and tactics, and develops ASG marketing plans.
- d. Prepares operational schedules and executes requirements within marketing and advertising budget constraints.
- e. Assists BSBs in developing marketing strategies and operational plans to achieve MWR goals and objectives.
- f. Provides the following consolidated support to BSBs: time and attendance; four monthly magazines; design/printing of flyers, posters, brochures, etc.; AFN TV/Radio production; monthly spread in the Crusader newspaper; market research surveys, focus groups, "Tell Us What You Think" customer comment card program; NAF major construction support; Stars and Stripes advertising; publicity; and commercial sponsorship liaison for USAREUR.

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PART II AREA SUPPORT GROUP**135. FAMILY SUPPORT DIVISION.**

Assists the DPCA and ASG Commander with coordinated policy recommendations regarding the delivery of family support services to soldiers, civilian employees, and family members. Promotes social and mental well-being of soldiers, families, and civilians through community service and QOL programs. Monitors the provision of mission essential programs and services.

a. Develops policy, provides guidance, and monitors community programs and statistics, in regard to the following sub-paragraphs (135A, B, and C).

b. Coordinates ASG's input to the Army Family Action Plan (AFAP).

c. Monitors Child Development, SAS, YS and Army Community Service (ACS) Program accreditation processes.

d. Monitors statistics and related information on Family Advocacy Programs and Foster Care Programs.

e. Monitors selected programs within the ASG which relate to the division.

f. Within programs areas:

(1) Monitors construction of facilities/renovation of buildings in program areas. Reviews and adds approval to construction designs to ensure regulatory standards are met.

(2) Evaluates and verifies all Major Command type facilities and program inspection results prior to submission to USAREUR or DA.

(3) Provides technical representation at ASG and regional championships in all youth sports competition.

(4) Ensures training is completed for BSB program managers and directors.

(5) Provides technical guidance to program directors.

(6) Collects and analyzes annual, quarterly, and monthly reports in all programs. Uses this information daily for recommendations and to monitor program trends and growth. Uses data to initiate action or recommend policy changes/improvements.

(7) Maintains liaison with civilian and other military social service, education/recreational agencies and associations, and ASG IG.

(8) Monitors construction of facilities/renovation of buildings in program areas. Reviews and adds approval to construction designs to ensure regulatory standards are met.

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PART II AREA SUPPORT GROUP

(9) Evaluates and verifies all Major Command type facility and program inspection results prior to submission to USAREUR or DA.

(10) Provides technical representation at ASG and regional championships in all youth sports competition.

(11) Provides input into officials' training.

(12) Receives, edits, and processes Community Volunteer Service Awards for ASG Commander's signature.

(13) Provides ASG-wide technical/logistical support and guidance to the Army Family Team Building (AFTB) program and volunteer trainers.

(14) Monitors the implementation and management of Family Support Systems, Family Readiness Groups, Family Assistance Centers, and other family support programs and activities.

(15) Assists the BSBs with their Deployment and Reunion Program implementation and completion. Provides policy and funding guidance as necessary to support BSB wide programming.

(16) Serves as ASG WIC POC.

(17) Monitors compliance and execution of BSB APF program funding.

ARMY COMMUNITY SERVICE (ACS).

Assists the ASG Commander, DPCA, and BSBs with the implementation, guidance, and policy issues for the ACS program and listed services. Services are provided in a center based program and under the "Partners In Readiness" concept using Unit Service Coordinators.

- a. Information, Referral and Follow up Program and Services.
- b. Relocation Assistance Program.
- c. Exceptional Family Member Program (EFMP).
- d. Foster Care Program and Services.
- e. Consumer Affairs and Financial Assistance Program (CAFAP).
- f. Family Member Employment Assistance Program (FMEAP).
- g. Outreach Services.

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PART II AREA SUPPORT GROUP

- h. Family Advocacy Program.
- i. Deployment and Mobilization support activities (Information Support, Emergency Assistance, Family Assistance Center operation, Family Support Group Assistance/Training, etc.).
- j. Army Family Action Plan.

YOUTH ACTIVITIES/SERVICES (YS).

Assists the ASG Commander, DPCA, and BSBs with the implementation, guidance and policy issues for the YS programs and listed services.

- a. Youth Sports - Team Sports.
 - (1) Developmental Leagues.
 - (2) ASG Championships.
- b. Youth Sports - Individual Sports.
- c. Boys and Girls Clubs.
 - (1) Character and Leadership Development.
 - (2) Education and Career Development.
 - (3) Health and Life Skills.
 - (4) The Arts.
- d. Youth Sponsorship.
- e. Middle School and Teen Programs.
- f. Summer Camp.
- g. 4-H Programs.
- h. Promise Passport Program.
- i. Youth of the Year Program.

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CHILD DEVELOPMENT SERVICES (CDS).

Assists the ASG Commander, DPCA, and BSBs with the implementations, guidance and policy issues for the CDS program and listed services.

- a. Child Development Centers (CDC).
- b. Family Child Care (FCC).
- c. Supplemental Programs and Services (SPS).
- d. School Age Services (SAS) Programs.
- e. Monitor all construction projects and issues.
- f. Verification authority for all major command inspections.

Installation Volunteer Coordinators (IVC) PROGRAM.

- a. Community Volunteer Programs and Services.
- b. Recognition Activities.

136. ARMY SUBSTANCE ABUSE PROGRAM (ASAP).

Monitors major elements of alcohol and drug abuse prevention, education, identification, rehabilitation, and evaluation within the ASG. The Alcohol and Drug Control Officer (ADCO) provides program management, supervision and operational control of all ASAP personnel, facilities, and funds in the ASG. ADCO functions as the ASG's ASAP single point of contact for administrative functions of the non-clinical aspects of the ASAP.

- a. Advises the DPCA, BSBs and ASG commander on all issues related to alcohol and drug abuse in the command.
- b. Directly supervises all functional areas of the ASAP (e.g., clinical, biochemical testing, risk reduction, education and administration). Clinical Directors are rated by the ADCO to the ASAP, and senior rated by the Medical Treatment Facility (MTF) Clinical Consultant.
- c. Develops, coordinates, and recommends local ASAP policy guidance and program initiatives for:
 - (1) Prevention/Education.
 - (2) Identification.

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PART II AREA SUPPORT GROUP

(3) Rehabilitation.

(4) Program Evaluation.

d. Monitors, administers and supervises a comprehensive, target-oriented, preventive education and training program on alcohol and other drug abuse related areas.

e. Provides guidance and direction for planning and implementing drug and alcohol abuse prevention strategies such as drunk driving awareness campaigns and alcohol and drug abuse prevention action plans.

f. Manages a comprehensive biochemical testing program which includes training unit alcohol and drug coordinators to perform drug testing in the units, managing testing allocations from a designated Forensic Toxicology Drug Testing Laboratory, ensuring quality control on chain of custodies, and managing testing results and records for the ASG and BSBs.

g. Monitors, manages, and operationally supervises the clinical rehabilitative aspect of the ASAP.

h. Monitors and coordinates clinical certification of all ASAP counseling professionals and manages required courses for certification.

i. Monitors and conducts staff training and professional development for all ASAP employees, including management, administrative, and counseling personnel.

j. Monitors and evaluates the quality of ASAP services to military, civilian employees, and family members within the ASG.

k. Develops, authenticates and disseminates information and reports on alcohol and drug abuse prevention and education, drug testing, and rehabilitation to HQ USAREUR/EURO IMA and all command levels in the ASG and BSBs.

l. Monitors functioning and provides administrative support to personnel working under ASAP contract such as Adolescent Substance Abuse Counseling Services (ASACS).

m. Collects raw data from the BSBs and distributes this data to the Army Center for Substance Abuse (ACSAP) for analysis. Upon return of information from ACSAP, data will be distributed to each BSB POC.

n. Establishes a local Human Resource Council (HRC) or other appropriate human service coordination forum to focus on substance abuse prevention and risk reduction.

o. Establishes an ASG/BSB Prevention Team (IPT) and approves the Installation Prevention Plan (IPP) developed by the team for installation-wide implementation of substance abuse prevention and risk reduction programs and activities under AR 600-85, dated October 2001.

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PART II AREA SUPPORT GROUP

p. Notifies the local Medical Treatment Facility Commander of any indications that ASAP clinical functions are not being provided in accordance with Army Regulations.

q. Supports law enforcement and drug suppression activities by ensuring the following:

(1) Continuous command presence in installation living, working, and recreational areas to reduce alcohol and other drug abuse.

(2) Immediately reports all offenses involving illegal possession, use, sale, or trafficking of drugs or drug paraphernalia to the Provost Marshal for investigation or referral to the U.S. Army Criminal Investigation Command (USACIDC). This includes all (random/command directed) positive test results that do not require a medical review as directed by U.S. Army Medical Command (USAMEDCOM). Positive test results that require Medical Review Officer (MRO) review as directed by USAMEDCOM will not be reported until receipt of the MRO's findings and coordination with the local staff judge advocate/legal advisor.

(3) ADCOs or their representatives are provided with the complete DA Form 3997 (Military Police Desk Blotter) on a daily basis. The ADCO will promptly furnish this information to the CD.

(4) All suspected alcohol and other drug abusers, including those in military confinement facilities, are referred to their commanders for follow-up action promptly.

r. Supports positive and nonattributional approaches to risk reduction.

s. Provides an infrastructure for collaborative efforts at risk reduction on the part of human service support agencies and all levels of command.

t. Facilitates business processes and structures to support the Risk Reduction Program (RRP).

u. Establishes, supports, and conducts evaluations in accordance with ASAP Evaluation Plan (AEP) and MACOM supplements.

v. Evaluates Installation Prevention Plans (IPP) annually.

w. Monitors, manages, and conducts the Army Drug-free Federal Workplace civilian drug testing program, in accordance with AR 600-85, dated October 2001, in conjunction with the Civilian Personnel Advisory Center (CPAC), Legal, Security, and the Installation Biochemical Test Coordinator (IBTC). The following personnel are required to be tested:

(1) Positions that authorize the incumbent to carry firearms.

(2) Positions that require the incumbent to operate a motor vehicle transporting one or more passengers on at least a weekly basis.

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PART II AREA SUPPORT GROUP

(3) Operators of motor vehicles who are required to have a commercial driver's license and drive motor vehicles weighing more than 26,001 pounds or drive motor vehicles transporting hazardous materials.

(4) Positions that require the incumbent to maintain a Top Secret clearance or have access to Sensitive Compartmented Information.

(5) Railroad operating crews and railroad personnel in positions in which the duties include handling train movement orders, conducting safety inspections, or the maintaining and repairing signal systems.

(6) Aviation flight crewmembers, air traffic controllers, and aviation personnel in positions in which duties include dispatching, safety inspections, or the repair and maintenance of aircraft.

(7) ASAP positions in which the incumbent provides direct rehabilitation and treatment services to identify illegal drug users.

(8) Personnel Reliability Program (PRP) positions. Nuclear duty positions or chemical duty positions under the provisions of AR 50-5 or AR 50-6.

(9) Positions that require duties involving the supervision or performance of controlling and extinguishing fires, and/or the rescuing of people endangered by fire.

(10) Positions that require the handling of munitions or explosives in connection with the manufacturing, maintenance, storage, inspection, transportation, or demilitarization of these items.

(11) Positions that require the incumbent to electroplate critical aircraft parts.

(12) Front line law enforcement personnel with drug interdiction duties who have access to firearms.

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**ORGANIZATION
AND
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MANUAL**



**PART III
BASE SUPPORT
BATTALIONS**



235th Ansbach



279th Bamberg



280th Schweinfurt



417th Kitzingen

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BASE SUPPORT BATTALION MISSION

General BSB mission statement.
Individual BSB mission statements may vary.

- **The BSBs deliver base operations/garrison (BASOPS) support to authorized personnel of DoD tenant units and US Government sponsored activities as part of the area mission concept centralized in the 98th ASG.**

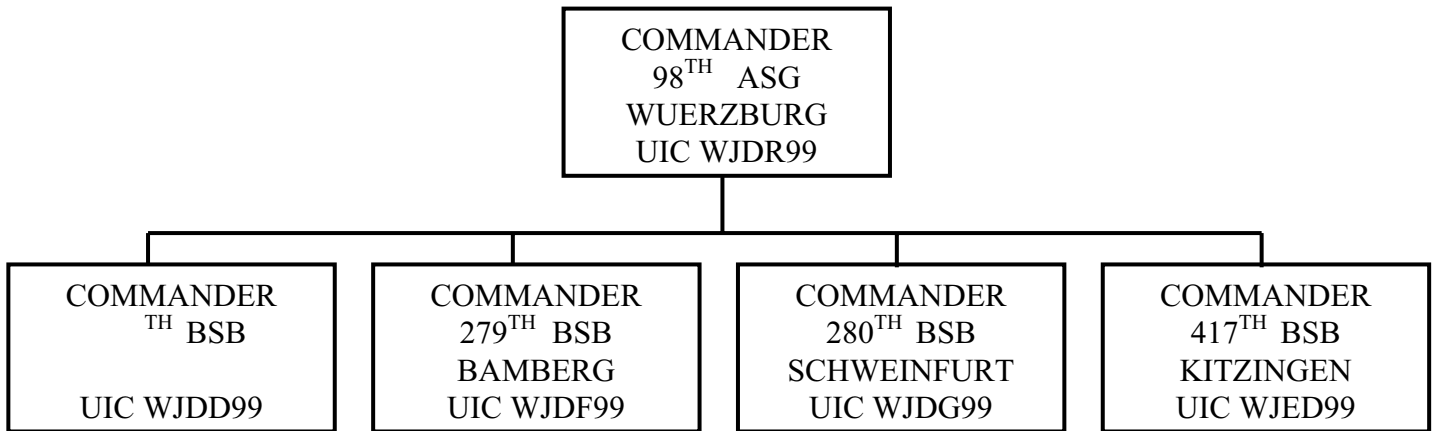
- **Maintain close and responsive relationship with the Senior Tactical Commander and members of the American Community.**

- **Maintain positive liaison with German civil and military authorities below land (state) level.**

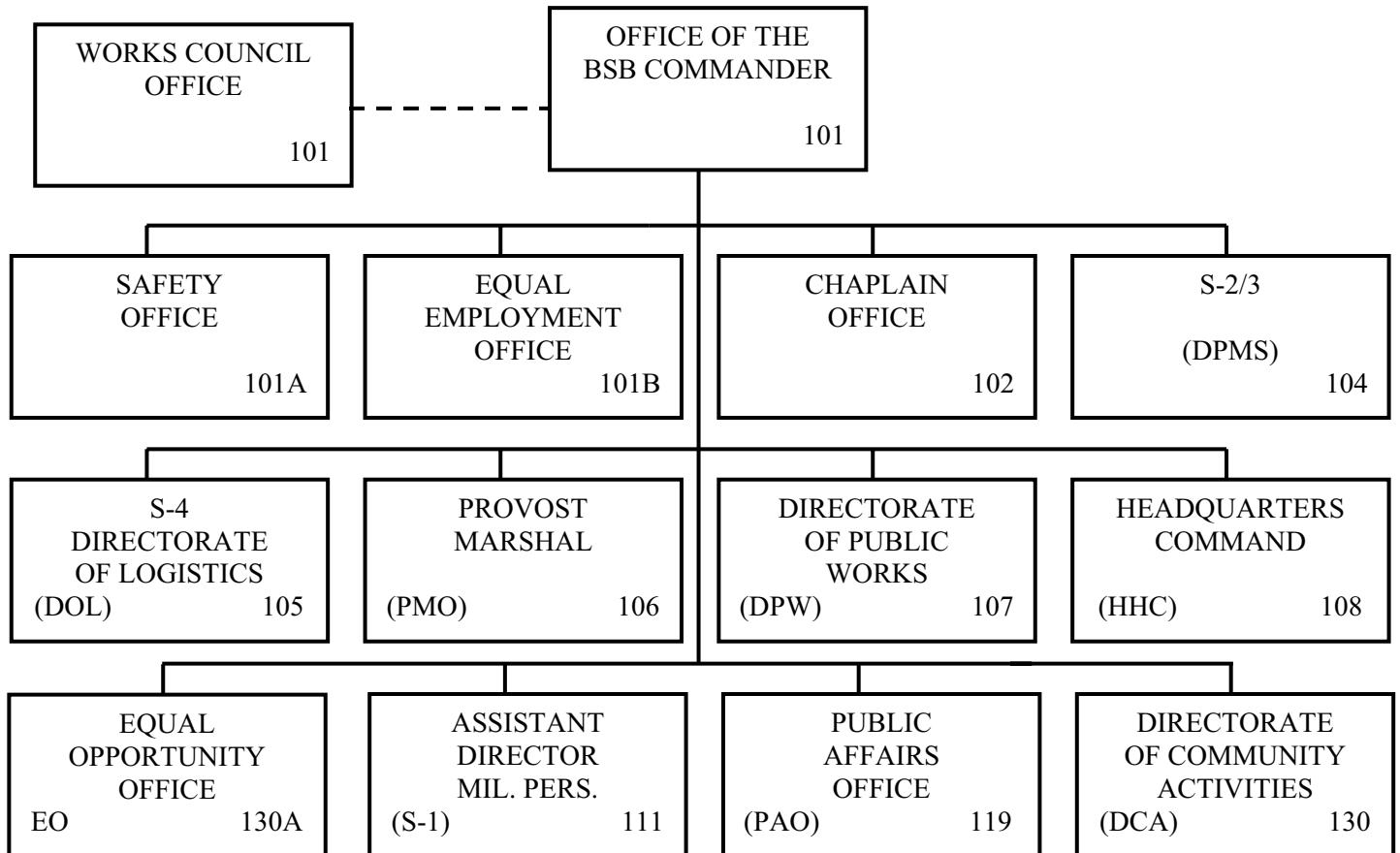
- **Enables quality of life of soldiers and families.**

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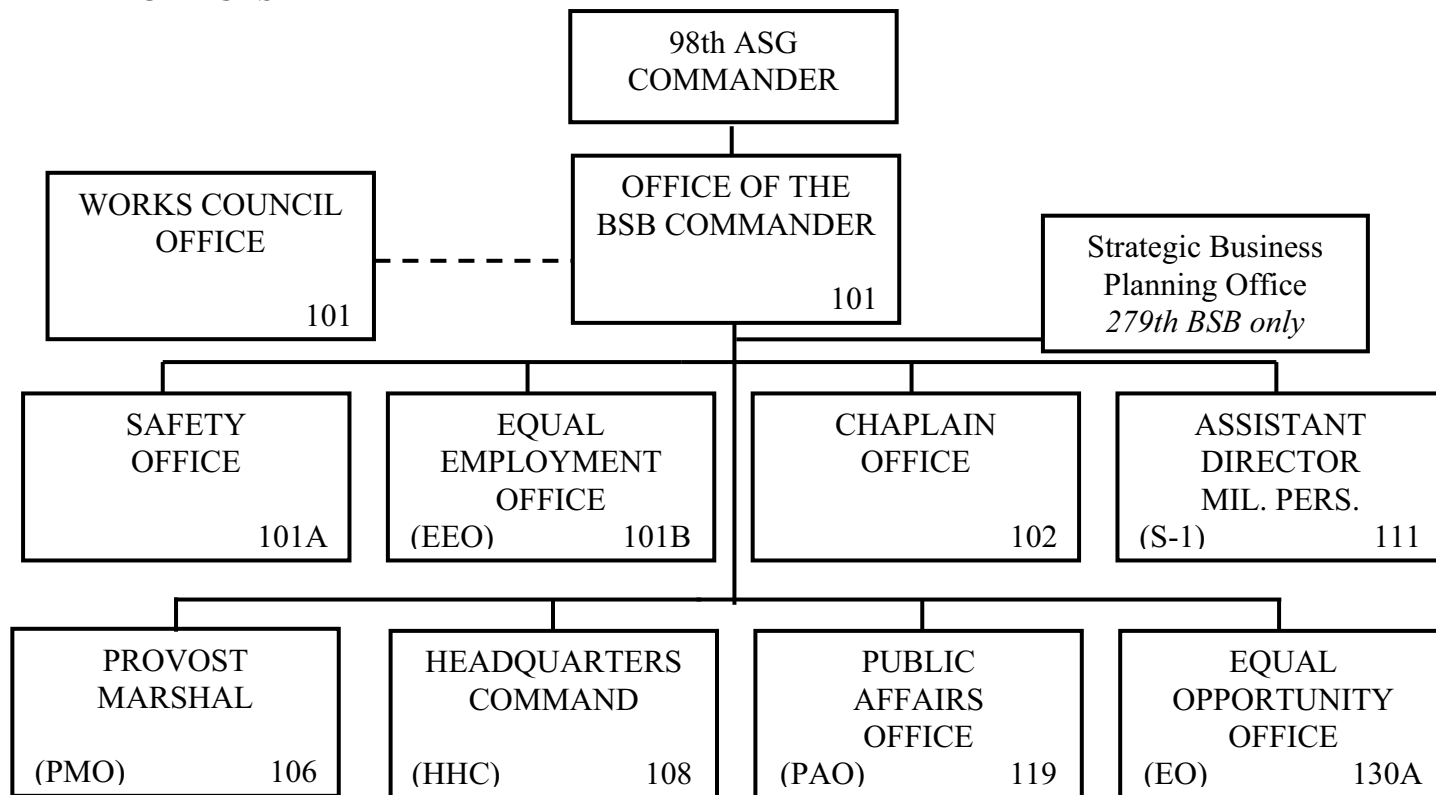
PART III BASE SUPPORT BATTALION



**BASE SUPPORT BATTALION
ORGANIZATION CHART**



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PART III BASE SUPPORT BATTALIONS**SECTION 1 - THE COMMAND ELEMENT AND SPECIAL/PERSONAL STAFF OFFICES****MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS**

BSB FUNCTION: Provide a base support environment in peacetime that supports the mission area support goals of readiness, training, sustainment, good facilities, and efficient and effective use of resources. BASOPS include, but are not limited to the execution of directives from the 98th Area Support Group, command, control, and management of assigned military and civilian personnel. This encompasses the operation of following functional elements: Directorate Community Activities (DCA); Directorate of Plans, Operations, Security, Training, Education, and Transition Program (S-2/3); Directorate of Logistics (DOL); Directorate of Public Works (DPW); Provost Marshal Office (PMO); Strategic Business Planning Office (SBPO); Safety & Occupational Health (Safety); Equal Employment Office (EEO); Religious Services (Chapel); Public Affairs Office (PAO); Adjutant & Assistant Director Military Personnel (S-1); and Labor Relations Services/Works Council (WC).

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PART III BASE SUPPORT BATTALION

101. BSB COMMANDER.

Under the direction of the ASG Commander, using the personnel resources of an executive officer, command sergeant major, assistant civilian misconduct authority, and appropriate administrative staff support, the incumbent commands the Base Support Battalion and is responsible for day-to-day base support operations to the assigned tactical units, soldiers, civilians, and family members.

a. Directs and manages the affairs of the BSB within delegated authority and is charged with providing for the general welfare, safety, morale, law enforcement, crime prevention, fire prevention and protection, real property maintenance, public affairs, civilian misconduct management, and other base support-related functions and activities. Appoints area and building coordinators for government-owned and leased housing areas.

b. Coordinates BSB staff programs and relations between staff and supporting tenant units in the provision of the base support services.

c. Acts as point of contact for base support activities with ASG command section. BSB Executive Officer acts as point of contact with ASG Executive Officer and staff.

d. Represents the BSB at official functions and in negotiations with the works council, and maintains liaison with German officials at local and state governmental levels.

e. Serves (or delegates responsibility) as the chairperson of various boards, councils, and committees pertaining to base support areas of responsibility.

f. Provides protocol support to distinguished official visitors.

g. Provides support to readiness tests/exercises.

h. Commanders will implement and sustain the Total Army Quality philosophy and execute an annual assessment through application of the Army Performance Improvement Criteria (APIC) in compliance with AR 5-1, Total Army Quality Management.

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PART III BASE SUPPORT BATTALIONS

101. WORKS COUNCIL OFFICE.

This office is not a part of the U.S. Army's standard installation organization; however, in Germany, the local works council office represents all Local National (LN) and third-country employees of the local community. In accordance with the provisions of the German Personnel Representation Law, Collective Tariff Agreement (CTA) and other pertinent statutory and/or regulatory directives the works council has the right to participate in management actions. In detail, these rights are:

The right to be informed (works council must be provided all information necessary to carry out its function).

The right to be heard (works council makes proposals or represents employees in grievances and in cases where an employee is to be removed for cause with extraordinary notice).

The right to deliberate (primarily during the joint monthly meetings with the agency chief).

The right to attend examinations (regarding any examinations for the LN workforce which are connected to their professional advancement).

a. The right to be consulted and attend meetings in connection with safety measures and accident prevention (agency chief must consult with the works council on virtually all matters concerning safety and accidents).

b. The right to cooperate in management actions and decisions.

c. The right to co-determine in management actions and decisions.

The local works council is elected by the LN work force for a term of office of four years. The number of works council members is based on the number of LN employees with the jurisdiction. The executive committee (WC chairman and deputy) are the legitimate representatives of the LN work force and are required by law to work closely and in mutual confidence with management for the protection of LN employees interests and to support the agency to accomplish its mission.

MISSION

a. Proposes, discusses, and negotiates all matters and actions which affect the local national work force.

b. Ensures that laws, tariff provisions, and regulations are observed within the community.

c. Receives, presents, and negotiates employee proposals and grievances.

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PART III BASE SUPPORT BATTALION

- d. Promotes the integration and professional development of handicapped employees in need of special protection, e.g., seriously disabled or elderly employees.
- e. Promotes the integration and acceptance of third-country nationals into and by the work force.
- f. Cooperates and coordinates personnel actions.
- g. Conducts personnel assemblies for the LN work force and coordinates these meetings with management and local labor union representatives.
- h. Accomplishes all functions according to the German Personnel Representation Law.

SEVERELY HANDICAPPED EMPLOYEE REPRESENTATIVE:

The Severely Handicapped Employee (SHE) representative represents handicapped employee interests or handicapped persons of equal status under the provisions of the German Social Security Code IX, Part 2 (Severely Handicapped Persons' Act) and is elected for a four year term of office by the SHE within the agency. In all matters concerning individual SHE or SHE as a group, the SHE representative shall be informed comprehensively and be heard before a decision is rendered.

MISSION

The SHE Representative is responsible for promoting the integration of the severely handicapped persons into the organization, representing the interests of the severely handicapped persons vis-à-vis the organization, and to stand by their side in an advisory capacity. Above all, they must:

- a. Ensure that the applicable laws, legal ordinances and regulations, collective tariff agreements, shop agreements, and administrative instructions that benefit the severely handicapped persons are observed; in particular, the SHE representative must ensure that employing organizations fulfill their obligations pursuant to section 81, Social Security Code IX, and the provisions of the "Integration Agreement".
- b. Submit requests for measures that benefit SHE to the appropriate offices.
- c. Receive proposals and grievances from SHE and, if justified, work for their redress through negotiation with the representative of the organization.

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98th ASG ORGANIZATIONS & FUNCTIONS MANUAL 2002
PART III BASE SUPPORT BATTALIONS

101A. SAFETY OFFICE.

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Safety

[a95. Installation Safety & Occupational Health](#)

- a. Serves as the principal staff advisor, technical consultant, and program manager for the BSB Commander and staff in planning, developing, organizing, implementing, and evaluating a 24-hour BSB Safety and Occupational Health Program.
- b. Establishes a BSB Safety and Health Advisory Council chaired by the BSB Commander and including members of the staff and subordinate units.
- c. Implements the USAREUR Safety and Occupational Health Interface (SOHI) Program. Serve as focal point in coordinating and prioritizing SOHI surveys with Industrial Hygiene personnel.
- d. Establishes, conducts, and monitors the safety training program for supervisors and employees IAW OSHA and host nation standards.
- e. Establishes and maintains liaison with other U.S. and host nation government and private agencies to ensure cooperation and support on matters of mutual interest.
- f. Promotes and conducts a safety awareness and information program to enhance the safety of soldiers, civilian employees, and family members on and off the installation.
- g. Establishes and monitors the ergonomics program for BSB activities. Conducts and/or coordinates ergonomic and industrial hygiene surveys, collects and analyzes, and recommends countermeasures. Monitors the medical surveillance program for BSB employees.
- h. Conducts accident investigations and worker's compensation claims and ensures operating managers and supervisors investigate and report accidents and compensation claims. Maintains review and analysis data on BSB accidents and compensation claims.
- i. Ensures safety and occupational health standards are incorporated into environmental asbestos, hazardous waste, and hazardous material program policies and procedures.
- j. Publicizes and encourages participation in the Army Safety and Incentive Award Program.

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PART III BASE SUPPORT BATTALION

- k. Conducts system safety reviews of facility construction and renovation projects. Maintains, reviews, and analyzes data on uncorrected Risk Assessment Code 1 and 2 facility hazards. Reviews specifications for procurement of equipment, material, machines, tools, office furniture, etc., for compliance with host nation and/or US safety standard.
- l. Provides safety support for tactical mobilization and deployment operations, CFE draw-down, and restationing.
- m. Inspects, certifies, and licenses arms rooms and COMSEC facilities for storage of ammunition and explosives, to include incendiary/thermite document destroyers.
- n. Formulates safety program budget requirements and submits to ADD/CHANGE DRM Cell, and forwards an info copy to the ASG Safety Office.
- o. Reviews plans, policies, operating procedures, and other instructions to ensure incorporation of appropriate safety standards and practices.
- p. Ensures implementation of a comprehensive safety program in support of the BASOPS mission: industrial safety, hazard communication, hazardous cargo transportation, contractor safety, child care, school safety, explosives and ammunition storage, range, MWR safety, radiation protection, airfield and heliport safety, tactical mobilization and deployment, motor vehicle, and family/public safety.
- q. Establishes and maintains a comprehensive range safety program which covers all requirements of AR 385-63 and supplements thereto.
- r. Obtains prior approval from higher headquarters for construction within or near explosive storage locations, ranges, and aviation facilities. Prepares license requests and forwards them through chain of command to higher headquarters. Conducts periodic inspections of ammunition storage sites, and reviews magazine inventories for compliance with established license limits. Coordinates inspections conducted by higher headquarters.
- s. Reviews Risk Assessment plans for operations under control of the BSB
- t. Assists supervisors to conduct hazard/stress analysis and assessment for all BSB workplaces/work centers, and CHANGE reviews required documentation.
- u. Collects and analyzes safety program relevant information, prepares statistical data, and provides input for the BSB ACOE/APIC program.
- v. Ensures risk/hazard information is included in specification for all contracts, reviews contractors' safety and health plans, and keeps liaison with Host Nation safety and occupational health authorities. Conducts spot checks of contractor's activities within the BSB.

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PART III BASE SUPPORT BATTALIONS

w. Develops, monitors and coordinates the equipment inspection program for BSB property (cranes, elevators, powered gates, electric equipment, ladders, PPE, playground equipment, vehicles, compressors, etc.). Establishes inspection/testing criteria and standards when needed, reviews inspection records and/or conducts inspections/tests. Reviews contract specifications to ensure contractors are trained and certified.

x. Conducts program and self-assessment, and executes Internal Control Program responsibilities to identify materiel weaknesses.

y. Reviews and evaluates engineering controls and personal protective equipment. Makes recommendations as necessary.

z. Participates in the Master Planning Board.

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PART III BASE SUPPORT BATTALION

101B. EQUAL EMPLOYMENT OPPORTUNITY (EEO) OFFICE.

Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

EEO

[a92. EEO](#)

- a. Serves as the principal advisor to the BSB Commander, tenant commanders, managers, and supervisors concerning equal employment opportunity for U.S. citizen civilian employees or those seeking employment.
- b. Provides program leadership in all phases of development and operation of the EEO program.
- c. Provides leadership and guidance in all the special emphasis programs (SEP) (Federal Woman's, Hispanic Employment, Black Employment, Asian/Pacific Islander Employment, the American Indian/Alaskan Native Employment and the Handicapped Individuals Programs). This includes assessing local recruitment, placement, promotion rates, training, awards, and disciplinary patterns of women and minorities. The special emphasis program managers generally perform their responsibilities as collateral duty assignments.
- d. Provides leadership in the development, monitoring, evaluation, and implementation of the community's Affirmation Employment Program Plan.
- e. Administers the discrimination complaint system, including analysis of complaint activity, makes recommendations for resolution, negotiates settlements, and maintains case files.
- f. Ensures that actions in the complaint process for which the EEO officer is responsible are completed in a timely manner and that processing of complaints is procedurally correct.
- g. Ensures that EEO counselors are thoroughly informed of their responsibilities and trained in appropriate techniques before assuming pre-complaint counseling duties. Provides for the continuous training and development of assigned counselors.
- h. Provides guidance, schedules meetings, and develops agenda for regular meetings of an equal employment opportunity committee to ensure the community is in keeping with EEO goals and objectives.
- i. Ensures that the identity of EEO officials, including EEO counselors, their locations, telephone numbers, and complaint processing procedures are publicized and posted on official bulletin boards.

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PART III BASE SUPPORT BATTALIONS

j. Ensures that managers and supervisors are informed and trained regarding their EEO responsibilities, and that their performance evaluations reflect their actions in this area. Assists commanders, managers and supervisors with the development of performance support forms for subordinate employees.

k. Provides staff assistance, consultative and advisory services to commanders, managers, supervisors, and employees of serviced organizations.

l. Conducts EEO related training on a recurring basis to include EEO and Leadership, Role of Supervisors and Managers in EEO, and Multicultural/Diversity.

m. Ensures that training in the prevention of sexual harassment is provided to supervisors/managers and employees, and monitors the quality of the training.

n. Conducts sensing sessions, periodic surveys, analysis, and review of personnel management practices within serviced organizations to identify systemic problems, evaluates progress made in accomplishing specific EEO program objectives and, measures the effectiveness of the EEO program.

o. Coordinates activities with the CPSC and monitors personnel actions which impact on U.S. citizen employees and job applicants.

p. Participates in functional reorganizations and RIF actions within serviced organizations by performing adverse impact analysis to assess the actions' effect on minorities and women employees and to identify any systemic problems prior to implementation.

q. Prepares and submits EEO program and budget data to the ASG DRM to ensure office activities are properly researched.

r. Ensures that higher command reporting requirements are met.

s. Conducts performance ratings and career appraisals, as appropriate, for personnel performing full-time or part-time EEO program assignments.

ASSISTANT CIVILIAN MISCONDUCT ACTION AUTHORITY/SCHOOLS OFFICER

a. Serves as primary advisor to the BSB Commander for civilians involved in misconduct.

b. Primary administrator of administrative sanctions against civilians involved in misconduct.

c. Serves as primary liaison between the BSB Commander and DoDDS Schools in the 417th Base Support Battalion.

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PART III BASE SUPPORT BATTALION

102. CHAPLAIN ACTIVITIES OFFICE.

The mission of the BSB Chaplain is to provide spiritual, religious, and moral leadership to the BSB. Advises and assists the BSB Commander and staff in all matters in which religion impacts upon command programs, personnel, policies, and procedures. Provides vision, guidance, and supervision for the BSB religious program. Provides technical assistance for all chaplains, chaplain activities, and chapel facilities within the BSB.

- a. Advises the Commander and staff on chaplain support activities, ethics, morals, and morale as affected by religion.
- b. Integrates the BSB Commander's vision, goals, and objectives into the plans, programs, and activities of chaplains throughout the BSB.
- c. Provides general and technical supervision of all chaplain BASOPs activities and unit ministry teams within the BSB Area of Responsibility.
- d. Serves on BSB Commander's Special Staff as Director of Religious Activities.
- e. Conducts and supervises worship services as required.
- f. Provides pastoral functions as required.
- g. Implements ASG strategy for ministry to families.
- h. Provides pastoral counseling as required.
- i. Supervises Distinctive Faith Group Leaders.
- j. Initiates and coordinates certification of Distinctive Faith Group Leaders.
- k. Provides direct support for faith group services and coverage.
- l. Provides liaison with civilian clergy.
- m. Develops, implements, and evaluates Chaplain Area Coverage Plan, including preparation for deployment of tactical unit Unit Ministry Teams (UMTs) (UMT preparation not available at 235th BSB).
- n. Monitors duty status and projected absences for UMTs within the BSB.
- o. Consolidates Command Master Religious Program (CMRP) input throughout BSB.
- p. Manages AF and NAF property.

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PART III BASE SUPPORT BATTALIONS

- q. Coordinates requests for funding from the CMRP and forwards to 98th ASG for action.
- r. Recruits, supervises and manages Religious Education Coordinators.
- s. Manages Youth Ministry program.
- t. Manages Church Music program.
- u. Manages ASG UMT Annual Training Plan within the BSB.
- v. Provides Moral Leadership and Suicide Prevention Training as required.
- w. Implements BSB Chaplain METL for contingency missions.
- x. Chaplain responsible for Internal Control procedures IAW AR 11-2, DA 67-9-1.

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PART III BASE SUPPORT BATTALION

111. S-1 ASSISTANT DIRECTOR MILITARY PERSONNEL/ADJUTANT.

Responsible for professional administrative support to the entire community. Directly responsible for Retirement Services, Casualty Assistance, Separation Transition Point (except 235th and 280th BSB), Army Career Alumni Program (except 280th BSB), Central In/Out Processing Point (except 235th and 280th BSB), ITC, Headstart Program Point (except 280th BSB), and the processing of all military awards and evaluations. Supports a battalion with soldiers and civilian employees.

(235th BSB: central processing and headstart program under S-2/3, 417th BSB: IOP Center, CPF and ITC, under HHD) (280th BSB: central processing under HHD Commander, headstart program under ACS, Separation Transition Point under HHD Commander)

- a. Provides administrative support for the Commander in the areas of awards, evaluations, appointment orders, daily administrative operations, ASG taskers, and command briefings.
- b. Directs the operations pertaining to all casualties in the BSB, including: CAO/CNO training for soldiers and officers of the tenant units coordination with the unit, assignment/orders for Casualty Assistance Officers, SCO's, coordination/set-up and recording of all Casualty Working Groups, reporting to 1st Perscom Casualty Branch, and 98th ASG.
- c. Publishes weekly community bulletin. (only available at 279th BSB)
- d. Compiles all debt on community soldiers/family members and civilians, reporting to all commanders, USAREUR, publishes bad check roster, debt roster. (N/A for 235th, 280th and 417th BSBs)
- e. Coordinates all retirement services, seminars and administrative/operational support for the Retirement Services Council.
- f. Maintains Morale Support programs for the battalion to include social rosters, cup and flower Fund, and social functions (i.e., hails/farewells).
- g. Coordinates and supports Junior Reserve Officer Training Corps at High Schools, interviews Reserve Officer Training Corps scholarship candidates. (N/A for 235th and 280th BSBs)
- h. Supervises and coordinates logistical support of DODDS schools and is community liaison for all School Advisory Council and Installation Advisory Council Meetings. (In 417th BSB, the AST commanders are the liaisons for the SACs and for the logistical support) (N/A for 235th BSB)
- i. Issues authorizations to purchase gas coupons for rental cars. (N/A for 235th and 280th BSBs; falls under the AST at 417th BSB)

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PART III BASE SUPPORT BATTALIONS

- j. Implements the Military Awards program.
- k. Initiates preparation and ensures submission of NCO and Officer Evaluation Reports (NCOERs and OERs). Processes and monitors suspenses of NCOERs and OERs.
- l. Provides ration cards to military personnel assigned or attached to HHD, family members, and all civilian personnel entitled to individual logistic support throughout the community. (Provided through Headquarters Command for the 417th BSB)
- m. Processes, monitors, and requests for advance return of dependents.
- n. Supervises the daily operations of the community mail room. Manages the mailroom budget. (Provided through the AST commanders in the 417th, provided through S-1 and AST Illesheim for 235th BSB, except daily supervision for 280th BSB.)
- o. Maintain Duty Rosters (i.e., DA Form 6, 15-6 Congressionals, etc.).
- p. Conducts Officer Candidate School interview boards.
- q. Processes applications and accounts for all Home Based Businesses and Commercial Solicitors within the BSB footprint.

MILITARY PERSONNEL.

Directs and supervises administrative matters and military personnel management activities for the community. Coordinates and supervises operation of Central Processing Facility (except 235th and 280th BSB) and Consolidated Mail Rooms. (In the 417th, the CMRs are supervised by the AST Commanders and the CPF/IOP is supervised by the HHD Commander who is the OIC)

- a. Operates mailrooms engaged in depositing and acquiring mail deliveries of letters, individually written material, post cards, publications, circulars, and miscellaneous printed matter and merchandise processed through the serving Army post office. (Performed by AST Commanders at 417th BSB)
- b. Provides services to community personnel, tenant units, directorates, and other service agencies.
- c. Maintains registered mail control. (Performed by AST Commanders at 417th BSB; performed by official mailroom/DOIM at 235th BSB)

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PART III BASE SUPPORT BATTALION

**CENTRAL PROCESSING FACILITY (CPF) and
INPROCESSING TRAINING CENTER (ITC)**

The IOP mission is to provide briefings on all aspects of community activities/requirements that impact on the quality of life of the military member. The Central In/Out Processing mission is to fully in/out process soldiers/civilians and family members in the community, utilizing the USAREUR Community Automation System. (Not available at 279th BSB; for the 235th BSB this function falls under the S-2/3; in the 417th BSB, the ITC/IOP falls under HHD and the HHD Commander is the OIC)

- a. Performs all inprocessing and outprocessing administrative matters.
- b. CPF forwards copies of all actions affecting pay to the Finance Support Unit. (N/A for 280th BSB)
- c. ITC schedules/provides Headstart language training, CIF issue, and Driver's testing.
- d. CPF ensures in/out processing of individual soldiers/family members through major community agencies (i.e., Personnel, Housing, Finance, Transportation, etc.).
- e. Provides soldiers with complete TA-50 issue upon completion of IOP.

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PART III BASE SUPPORT BATTALIONS**106. PROVOST MARSHAL OFFICE.**

The mission of the Provost Marshal Office (PMO) is to assist, protect and defend by providing community policing and support to the BSB Commander through maintenance of law and order, and the enforcement of laws, regulations, and policies.

a. Provost Marshal. Responsible for accomplishing the PMO mission. Advisor to the BSB Commander and staff about military police abilities which include law enforcement, investigations, physical and personal security, crime prevention and counter terrorism operations. Prepares plans and policies on law enforcement matters. Directs and reviews military police operations. Maintains liaison with host nation police and armed forces law enforcement agencies.

b. Provost Sergeant. Acts as the senior enlisted member and as a liaison between the BSB Provost Marshal and local area commanders. Receives taskings and distributes them to the appropriate sections. Coordinates with the BSB, ASG, V CORPS, and USAREUR/EURO IMA commands for changes affecting law enforcement operations. Acts as the Provost Marshal during the Provost Marshal's absence. Interviews all incoming personnel and assigns job positions and additional duties according to experience and ability. (At 279th BSB performed by Operations Sergeant)

c. Operations Sergeant. Operationally responsible for all MP Stations which fall under the control of the BSB Provost Marshal. Reviews all standing operating procedures and revises them when the unit mission dictates. Coordinates with all local police agencies to ensure that timely and accurate reporting procedures take place. Coordinates with the BSB for all personnel actions. Ensures Serious Incident Reports are completed and forwarded to the appropriate commanders.

d. Satellite Station Commander. Responsible for the operation of the MP Desk, Traffic Accident Investigations, and MP Investigations. Assists the Area Support Team (AST) Commanders with resolving complaints, and adopts appropriate plans of action. Provides technical assistance to sections to ensure adequate MP actions are taken, and appropriate notifications are made. Reports all incidents to the BSB Provost Marshal. (Not a normal position, only one officer is normally assigned to a provost marshal office at the BSB level) (N/A for 280th and 279th BSBs)

e. Physical Security Inspectors. Conducts physical security inspections and surveys on units and activities within the BSB area of operation. Assesses and evaluates the measures taken by units and activities to protect and safeguard U.S. Government property and material. Provides assistance and information to units and activities in protecting and safeguarding U.S. Government property. Investigates reports of missing sensitive items to determine proper security/ accountability procedures were followed. Conducts inspections of all designated MEVA sites. Manages BSB CSUP submissions. Responsible for the testing and installation of AMG (alarm monitoring groups) and JSIIDS within the BSB. Works with BSB DPW to ensure construction/renovation projects meet physical security requirements and USAREUR Regulation 525-13 (AT/FP) requirements.

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PART III BASE SUPPORT BATTALION

f. Military Police Investigators. Responsible for investigating criminal offenses within their purview, in the BSB area of operation. Photographs and processes crime scenes; identifies, collects, secures, and evaluates evidence to be used in Court Marshal proceedings. Conducts surveillance, searches, interviews, and interrogates to gather factual information for MP reports. Responsible for investigations involving juvenile offenders, and for providing input to the CRC (Case Management Review). Work closely on cases with Criminal Investigators and Military Police Customs offices. Assists ASG MWD teams with conducting unit health and welfare inspections.

g. Military Police Desk Sergeants. Supervises, equips, and dispatches MP patrols within the BSB area of operation. Monitors and controls access to local activities, arms rooms and ensures the timely response when alarm activation occurs. Provides guidance to local area commanders with MP related issues. Reviews, corrects, and distributes the MP Blotter, SIRs, and MP information feeder reports. Reviews all MP desk related correspondence and disseminates information in a timely and accurate manner. Makes timely notifications to all applicable commands.

h. Military Police Desk Translators. Serves as an interpreter/ translator in the BSB MP Station. Performs various clerical support work using office automation equipment such as word processing software to enter, create and edit office correspondence, format documents and reports, enter provided data into the Office Reporting System (ORS-2) and Centralized Operations Police Suite (COPS), and print predefined database products.

i. Drug Abuse Resistance Education Program (D.A.R.E.) NCO. Serves as a member of the school staff, instructing the D.A.R.E., which educates elementary school age children about methods of resisting experimentation with drugs or alcohol in accordance with the established curriculum. Attends extracurricular school and community functions in support of the D.A.R.E. mission. Manages the expenditure of resources as well as seeking donations from community activities for self sufficiency.

j. Drug Suppression Team. Responsible for investigating drug and black market related offenses within the CID area of operation. Works directly for the local CID SAC. Conducts undercover covert operations to obtain information on offenders. Identifies, collects, secures and evaluates evidence to be used in Court Marshal proceedings. Conducts interviews and interrogations to gather factual information for MP reports. (N/A for 279th BSB)

k. Traffic Investigator. Responsible for the reporting, investigation, and finalization of all traffic accident reports. Coordinates traffic control requirements with local area commanders. Conducts traffic surveys as required. Maintains alcohol breath measuring device equipment, and speed measuring devices. Provides anti-drunk driving training to local area units.

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PART III BASE SUPPORT BATTALIONS

l. Police Liaison. Serves as liaison specialist, advisor, and consultant to the BSB Provost Marshal on German-American law enforcement and related activities. Advises supervisor and concerned military personnel on proper protocol regarding meetings and public gatherings with German officials. Provides administrative and technical guidance to police liaison specialists and other Local National personnel employed in the MP stations assigned to the BSB. (N/A for 279th BSB)

m. Vehicle Registration Clerk. Responsible for establishing and maintaining control of the USAREUR Vehicle and Weapons Registration System. Registers vehicles and weapons in the USAREUR system. Ensures that all expired, lost, and stolen USAREUR license plates or weapons are accounted for, and, if needed, alarm reports completed and new plates issued. Acts as liaison to local commanders to ensure soldier compliance with insurance and registration requirements.

n. Military Police Automation Clerks. Reviews, corrects, and types MP related correspondence within the BSB. Provides local area commanders with copies of MP reports. Maintains all desk journals, blotters, and MP reports five years current. Gathers information obtained from local surveys and compiles information to be disseminated to local area commanders. Coordinates with all sections to ensure that timely and accurate reporting procedures have been implemented.

o. Computer Systems Administrator. Provides the BSB Provost Marshal with guidance on automation procedures and required equipment and software. Compiles statistics for the BSB Provost Marshal for repeat offense locations and multiple offender rosters. Coordinates service and repair with the ASG PM Installation Managers Office

p. Pass and Badge Clerk. Responsible for establishing and maintaining control of the security and accountability of Local National files of installation passes and badges. Ensures that authorized personnel properly authenticate AE Form 190-3C and the proper background checks/investigations have been instituted prior to issuance. Issues and maintains proper records of installation passes, badges and signature cards. Ensures that all expired, lost, and stolen passes and badges are accounted for, and if needed, alarm reports completed and new passes and badges issued. (At 417th BSB, this function is performed at AST; N/A for 235th BSB; staffed by civilian not military personnel in the 279th BSB)

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PART III BASE SUPPORT BATTALION

108. HEADQUARTERS COMMAND.

- a. Commands soldiers assigned and attached to the BSB.
- b. Provides administrative and supply support to all soldiers assigned and attached to the BSB.
- c. Performs training, morale support, military discipline, housekeeping (details and duty rosters), and welfare activity functions for assigned/attached personnel.
- d. Coordinates with S-2/3 on training and schooling of garrison military personnel and Emergency Essential Civilians (EECs) in support of Physical Training; Skill Development Testing (SDT); Common Task Testing; the Primary Leadership Course; Nuclear, Biological and Chemical; weapons qualification, etc.
(SDT - N/A for 280th BSB)
- e. Handles sponsorship program for incoming detachment personnel.
- f. Performs weapons assignment, storage, distribution, serviceability, and accountability for applicable personnel.
- g. Performs Chemical Defense Equipment assignment, storage, distribution, maintenance, and accountability for applicable military and civilian personnel.
- h. Provides billeting support to all soldiers assigned and attached to the BSB and all community support tenant units (i.e. PSD, Finance, Medical, Dental, Postal). (Only for HHD soldiers at 235th BSB)
- i. Provides supply functions, coordinates CBR activities to include accountability, issue, and maintenance. Performs weapons assignment, storage, distribution, serviceability, and accountability for military personnel.
- j. Supports all force protection guard requirements for all soldiers assigned and attached to the BSB and all community support tenant units (i.e. PSD, Finance, Medical, Dental, and Postal).

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PART III BASE SUPPORT BATTALIONS

119. PUBLIC AFFAIRS OFFICE.

MISSION

Advise the BSB, Senior Tactical Commander and staff on public affairs matters including public information, command information and community relations; coordinate public affairs activities within the BSB footprint; serve as the command spokesperson.

TDA ORGANIZATION AND FUNCTIONS

The PAO is a staff officer to the BSB Commander. PAO provides news media interpretation and is the BSB liaison with the news media and host officials on city, county and MF government level. The PAO is an official spokesperson for the Commander and the BSB.

- a. Advises and assists the BSB Commander and staff on public affairs matters.
- b. Coordinates all external public information functions within the command to include information planning, dissemination of information designed to further understanding and support by the internal audience of the BSB mission, the Army and its policies.
- c. Maintains liaison with civilian and military information media representatives and assists them in obtaining information relating to the command.
- d. Makes news and photo releases to internal and external media.
- e. Writes speeches for the BSB and Senior Tactical Commander for G/A functions; clears speeches and articles for local release.
- f. Coordinates requests from civilian organizations for military participation in civic events.
- g. Prepares and coordinates programming, budgeting and fiscal management analysis of public affairs activities.
- h. Formulates programs to develop public understanding and support for the community and the Army through the dissemination of information about the community, its activities, personnel and mission through the local area's print and electronic media outlets.
- i. Develops and conducts programs to further public understanding and support of the community and the Army through a variety of activities which interact and interface with local community at both official and unofficial levels.
- j. Acts as primary spokesperson for the command.
- k. Translates official correspondence.

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- l. Monitors, analyzes and translates host nation media output.
- m. Escorts military representatives to host nation civic events.
- n. Acts as local political advisor to the BSB command.
- o. Acts as action officer for BSB web sites.
- p. Acts as primary point of contact for host nation officials at city and county level.

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PART III BASE SUPPORT BATTALIONS

130A. EQUAL OPPORTUNITY (EO) OFFICE.

Serves as the principle advisor to the BSB Commander on the Army Equal Opportunity Program, Advises the BSB Commander on discrimination regarding race, religion, skin color, national origin or gender, and sexual harassment.

- a. Understands and articulates Department of Defense (DOD) and Army policies concerning equal opportunity.
- b. Assists the BSB commander in implementing a Consideration of Others Program.
- c. Recognizes and assesses indicators of institutional and individual discrimination in organizations.
- d. Recognizes sexual harassment in both overt and subtle forms.
- e. Recommends appropriate remedies to eliminate and prevent unlawful discrimination and sexual harassment.
- f. Continuously assesses the command climate through formal surveys, interviews and accessibility to the unit.
- g. Collects, organizes, and interprets demographic data concerning all aspects of EO climate assessment.
- h. Assists BSB Commander in assessing, planning, implementing and evaluating the EO program.
- i. Prepares input for the Quarterly Narrative Statistical Review (QNSR), which supports the Army's Military Equal Opportunity Assessment (MEOA).
- j. Organizes or assists with training sessions that pertain to equal opportunity, unlawful discrimination, prevention of sexual harassment, and the Consideration of Others Program.
- k. Assists in evaluating the effectiveness of unit training conducted by commanders.
- l. Plans and helps conduct executive seminars for senior leadership, on EO action plans and affirmative actions, equal opportunity, unlawful discrimination, the Consideration of Others Program and the prevention of sexual harassment.
- m. Receives and assists in processing individual complaints of unlawful discrimination and sexual harassment and conduct EO inquiries according to the commander's guidance.
- n. Provides advisory assistance to commanders and investigating officers in the investigation and resolution of unlawful discrimination and sexual harassment complaints.

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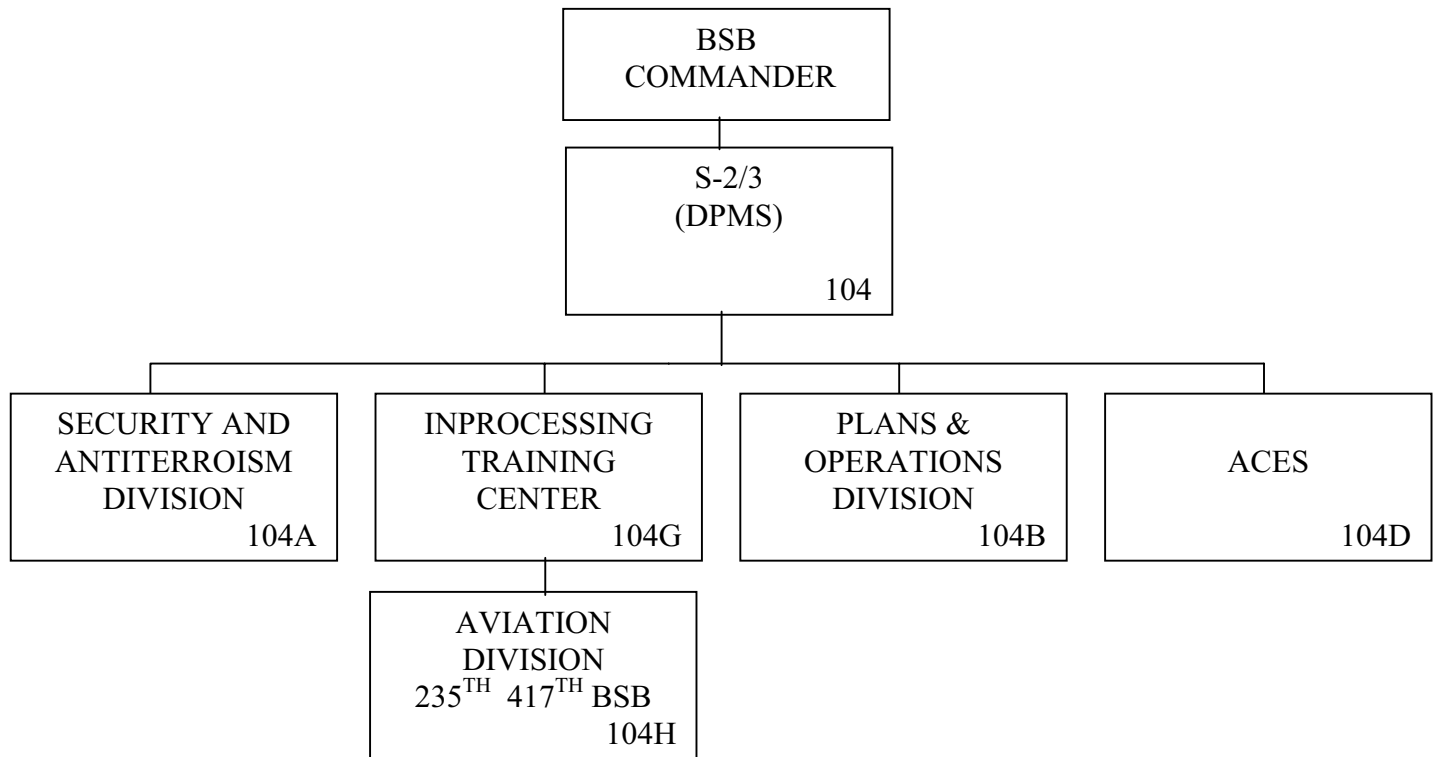
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- o. Reviews and comments on investigative reports of equal opportunity complaints for compliance with DoD and DA EO policy and objectives.
- p. Conducts follow-up assessments of all formal EO complaints.
- q. Assists in the planning and conduct of ethnic observances/special commemorations, as outlined in table 6-1.
- r. Assists the BSB Commander in developing the EO policy for the unit.
- s. Maintains, where appropriate, informal liaison with community organizations fostering civil rights.
- t. Conducts staff assistance visits to subordinate units and other headquarters (equivalent or lower).
- u. Assists BSB Commander in the development of realistic affirmative action plans and monitors progress of plans.

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PART III BASE SUPPORT BATTALIONS

SECTION 2 S2/3 DIRECTORATE OF PLANS, MOBILIZATION AND SECURITY (DPMS)



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

G-2

Installation Intel & Security

[a21. Installation Security Prog Mgmt Spt](#)

G-3

Operations & Training Support

[Collective Training](#)

[Combat Training Centers](#)

[Institutional Training / Unit Schools](#)

[Sustainable Range Program](#)

[VCSCP](#)

[Training Support Centers](#)

[Law Enforcement](#)

[DPTM](#)

[Airfield Operations](#)

[Antiterrorism](#)

[High Risk Personnel Security](#)

[Physical Security](#)

[Corrections](#)

[a72. Installation TDA Management](#)

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PART III BASE SUPPORT BATTALION

MISSION

The S-2/3 performs the Army's traditional S2 and S3 functions for the BSB. Coordinates and supervises planning and operations, mobilization, training support, security and antiterrorism for the BSB. S2/3 functions include developing and executing all missions related to plans and operations; managing the planning, operations and maintenance of all training support facilities and activities; managing visual information support activities, graphic training aids and training device, stocking, storage, distribution, maintenance, and accounting (through the Training Support Center); managing the implementation and supervision of training programs and employ substitution, simulation, and miniaturization; reviewing community command and control measures; supervising the community nuclear, biological, and chemical matters; coordinating explosive ordinance disposal; coordinating joint operations; managing force.

Note: The Training portion of the S2/3 was consolidated under 7th ATC Garfenwoehr effective 01 October 2001.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

104. The S2/3.

The S2/3 coordinates the planning, operations, security and antiterrorism (force protection), and mobilization activities for the BSB. It provides the resources, guidance, and planning support for the Training Support Division, the Army Continuing Education Services, the Plans & Operations Division, the Security Division, and the Airfield Operations Division. (Airfield Ops. only at 417th and 235th BSBs.)

- a. Serves as the responsible directorate for developing, tracking and executing operations of the battalion through the maintaining of the battalion Community and Long Range Calendars which incorporate all battalion level activities.
- b. Develops and provides assessment for the training and operational focus for the battalion through the development of Annual and Quarterly Training Guidance, the Quarterly Training, and Quarterly Training and Activities briefings.
- c. Forecasts and manages all resources for its subdivisions and prioritizes projects for the improvement of training support.
- d. Acts as the battalion tasking authority for support from tenant units.
- e. Plans and executes training validation exercises for all major plans & operations (i.e., Force Protection, Mass Casualty, Inclement Weather, Bomb Threat Procedures).

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- f. Acts as the Liaison Officer between the battalion and tenant units' S-3s for support and activities within the battalion footprint.
- g. Acts as the Liaison Officer between the battalion and local national government representatives and local Bundeswehr units.
- h. Administratively controls all correspondence, travel, supplies, and equipment.
- i. Serves on key community committees and boards.
- j. Plans, trains, operates, and mobilizes activities involving the community.
- k. Directs and coordinates community matters pertaining to nuclear, biological, chemical, and range operations.
- l. Prepares and publishes operation orders and plans.
- m. Conducts operational and emergency tests and exercises to assess readiness and mobilization capabilities.
- n. Plans, coordinates, and supervises execution of parades and ceremonies on- and off-post. Provides support coordination for military honors.
- o. Supervises ammunition sites and installation guard requirements.
- p. Acts as project officer for REFORGER/WARFIGHTER and Corps/Division Exercises.
- q. Acts as BSB computer accreditation authority.
- r. Coordinates and manages the BMM/TD/SD/AOP program for the community.
- s. Acts as the coordinator of all tasking requests to tenant units.

104A. SECURITY DIVISION.

- a. Provides procedural guidance, advice, assistance, and oversight for the information security program for all tenant units and activities on the installation. Safeguards classified information created, processed, and stored by garrison activities. Provides intrusion detection system (IDS) alarm monitoring and initial armed response for Sensitive Compartmented Information Facilities (SCIFs) and classified open storage areas, as required by local agreements.
- b. Provides communications security (COMSEC) material, procedural guidance, advice, assistance, and oversight for the BSB. The BSB is a hand-receipt holder under the ASG COMSEC account.

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PART III BASE SUPPORT BATTALION

c. Provides personnel security (PERSEC) administrative support and security clearance processing for all units/organizations installation-wide. Installation personnel security responsibilities include:

(1) Assist in the completion of the Electronic Personnel Security Questionnaire (EPSQ) from personnel whom tenant organizations and activities have identified as requiring a security clearance and access to classified information.

(2) Validate, accept and submit the EPSQ.

(3) Administer security clearance actions, including notifying individuals of final clearance determination; processing and coordination with the unit concerned of letters of intent to deny or revoke a security clearance, coordinating and reporting of credible derogatory information, and briefing and debriefing personnel upon the granting, termination, or suspension of access to classified information.

d. Provide annual, user-level, initial and refresher training in general security practices and procedures and annual SAEDA training for all units and activities installation-wide.

e. Execute industrial security “user agency” management and oversight responsibilities for classified contracts awarded through either installation or centralized regional contracting authority (e. g., establish installation-wide SIPRNET under DOIM).

f. Provide Force Protection/Infrastructure Protection (FP/IP) security analysis and situational awareness for the garrison commander; compile threat information from published assessments and local agency data; publish installation threat assessment for all tenant organizations and activities. FP/IP security analysis involves the integration of finished area threat assessments provided by Region and HQDA intelligence production activities with local information obtained through official CI and CID/Provost Marshal liaison with local, state and federal law enforcement agencies to provide the garrison command with current situational awareness on which to determine the security measures necessary to protect personnel, facilities, critical activities, and infrastructure on the installation. (**NOTE:** This function provides the garrison commander with the ability to maintain a secure environment on the installation that underwrites the mission commander’s ability to focus on his “Go-to-War” mission (train, equip, maintain, deploy) and links to the TRADOC Force Protection O&O concept for *installation* security. This function does **not** include force protection intelligence support related to the Senior Mission Commander’s “Go-to-War” requirements).

g. Facilitate foreign visitor access to the installation based on notification by the mission activity to be visited. This function establishes a means of communication between the Senior Mission Commander/tenant activities and the installation regarding scheduled and unscheduled foreign visitors requiring access to the installation and its facilities. This process acknowledges the garrison commander’s responsibility for installation access and visitor control; however, the garrison has ***no function or responsibility*** in the foreign disclosure process, ***nor does the garrison commander exercise any approval or disapproval authority over foreign visitor access.***

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h. Functions are performed by the garrison security work centers on the installation, with input and support from individual garrison activity and tenant organization security managers, as required.

ANTITERRORISM OFFICER:

Serves as the Force Protection Officer for a USAREUR/EURO IMA Base Support Battalion (BSB) staff providing expertise in a wide range of operational, physical, information, personnel, and industrial security disciplines, as well as anti-terrorism. Writes community Force Protection plans and orders, coordinates compliance within the community, and runs the community Force Protection Joint Antiterrorism Working Group program. Plans and assesses force protection exercises. Disseminates timely Threat and other force protection information throughout the community to include non-sponsor and civilian organizations. Performs force protection surveys and assessments, and assesses force protection policies and systems to ensure that a comprehensive, active viable force protection program exists on the staff within subordinate organizations. Mission Essential Personnel during crises.

a. Conducts liaison with the ASG Force Protection Program Manager, the BSB staff, tenant unit commanders and installation coordinators on force protection issues/concerns/recommendations.

b. Serves as the focal point on the BSB Staff for policies and procedures governing Anti-terrorism/Force Protection (AT/FP) to include physical, information, operational, personnel, and industrial security.

c. Conducts liaison with USAREURJ EUCOM ECSNVJ34/J33, Department DAMOODL and JCS J34 on Corps force protection program and hosts periodic assessment visits.

d. Conducts quarterly and Ad-hoc Community Force Protection Joint Antiterrorism Working Group (JAWG) Meetings. Provides advice and guidance to other BSB staff sections, specialists and subordinate companies to ensure successful integration of work into a comprehensive force protection plan.

e. Writes the community force protection plan/order and reviews force protection plans for various community installations. Ensures plan meets standards contained in UR 525-13 and ASG Force Protection OPORD 1-XX.

f. Assists installations in writing local installation plans. Provides threat assessment analysis to the organizational command for discussion with tenant unit commands' force protection personnel. Conducts liaison with tenant units and Installation Coordinators and their force protection officers to conduct a comprehensive analysis of threat data, war gaming of potential terrorist threats and a list of options/recommendations to encounter or minimize the threat.

g. Ensures compliance with AT/FP standards contained in DOD Directive 2000.12 and UR 525-13 for community installations and programs.

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h. Plans semi-annual community force protection exercises incorporating standards from UR 525-13 to include weapons of mass destruction scenarios and consequence management.

i. Plans and tasks for local quick reaction forces and exercises them quarterly. Plans the overall community FP guard requirement and assists installation coordinators (IC) in preparing guard orders; submits periodic reports on this status.

j. Coordinates installation barrier plans with IC's and the DPW. Works closely with local contract guard COR to ensure contract and BMM guard efforts compliment each other.

k. Serves on the BSB Emergency Center (EOC) staff. Helps initially establish the EOC during crises and periodically trains the EOC staff in their force protection roles. Ensures communications systems with backup are in place to disseminate timely Threat and other force protection information throughout the community to include non-sponsor and civilian organizations, especially during crises.

l. Manages Force Protection training statistics for the community. Writes and disseminates guidance and policy on Force Protection Level I training for soldiers, civilians and family members, to include articles for local papers and AFN spots.

m. Maintains frequent contact with Provost Marshal, host nation officials and a current knowledge of the culture, laws, customs or government processes as it applies to force protection and crisis management. This includes liaison with local military defense authorities for crisis relief, Red Cross organization, local Fire and Police Departments for the purpose of sharing information, planned sharing of assets and other resource sharing initiatives.

n. Manages the community Command Security Upgrade Program (CSUP), CBTRIF and FFPL programs. Solicits project submissions from local tenant units, and manages programs though the JAWG process to higher headquarter levels for approval. Plans, establishes and manages a force projection budget for improving existing security systems or funding new ones at local installations, to include alternate means of communications to tenant units. Solicits recommendations for security improvements of local installations and maintains database of these improvements, their funding status or status of implementation.

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104B. PLANS AND OPERATIONS DIVISION.

This division develops plans and operations which enable the BSB to accomplish its daily mission and METL.

a. Develops operation orders, fragmentary orders, and memorandums of instruction for Force Protection, Non-Combatant Evacuation Order (NEO), Conventional Forces Europe (CFE), Mass Casualty, Inclement Weather, Deployment/Redeployment Support, and Community Cleanup. Deployment support includes predeployment processing, unit deployment briefings for soldiers and family members, movement support, etc. Additionally plans, develops and executes training programs and simulation exercises in coordination with the appropriate HN agencies and personnel to validate these plans as required.

b. Maintains and coordinates the BSB community and long range planning calendars. Combines the calendars of tenant units in order to visualize activities within the footprint.

c. Develops the battalion METL, Mission Statement, and Training Guidance. Prepares and briefs the battalion Quarterly Training Briefing and the Quarterly Training and Activities briefing.

d. Develops and acts as proponent for all battalion level major functions (i.e., Ceremonies, Changes of Command, Parades, VIP visits).

e. Develops, maintains, and executes the battalion CONUS and International Control Number Program. (At 235th BSB performed by the S1 section; N/A for 280th BSB)

f. Develops and maintains the battalion Demographics Report (F77) on a quarterly basis.

g. Coordinates and maintains the battalion Special Duty Program (i.e., Borrowed Military Manpower and Temporary Duty).

h. Coordinates for the restationing of units into and out of the battalion footprint. Acts as the project office to coordinate all staff support for restationing actions.

i. Coordinates all unit redesignation efforts (i.e., creating new and replacing old unit identification placards) from the base operations perspective as required.

j. Acts as the battalion liaison for support between the tactical/tenant units, contract guard force, and the community.

k. Develops contingency plans for the reception and transition of CONUS and Europe based units for training and onward movement.

l. Coordinates the battalion 7th ATC schools and civilian school programs for the soldiers and civilians assigned or attached to the BSB.

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- m. Validates and coordinates all tasking support requests between the BSB and tenant units.
- n. Provides military and civilian personnel to support tenant unit functions and missions as required (i.e., CSS Cell and logistic support personnel for large Division and Corps level exercises such as Warfighter, Victory Focus and the 1ID BRO Week).
- o. Proponent for developing, preparing, and updating the Battalion Command Information Briefing, COLA Surveys, Spring and Fall Clean-up, Commander's Conference, Community Town Halls, Command Security Upgrade Program, and occasionally the Combined Federal Campaign when assigned.
- p. Administratively controls all supplies and equipment within the S-2/3.
- q. Manages both the Community Operations Center and the Emergency Operations Center.
(N/A for 235th BSB)
- r. Plans and organizes community Town Halls.

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BSB OPERATION CENTER.

- a. Maintains a 24 hour operations center for the BSB. Required to maintain a clear and concise duty log (at 417th BSB only available when needed by the situation, i.e. Force Protection) (automated DA Form 1594) of all actions and activities. (N/A for 235th BSB)
- b. Controls all telecommunication messages coming in or sending out. Distributes all messages in accordance with their classification and directed routing. (At 235th BSB performed by Security Branch, para 142)
- c. Maintains a key control system for internal BSB agencies and selected installation support agencies. (N/A for 235th and 417th BSB)
- d. After duty hours, assists Red Cross representative or any other crisis management representative as required. (At 235th BSB performed by MP station)
- e. Act as point of contact for all BSB directorates and agencies after normal duty hours. (At 235th BSB this is a function of the MP station)
- f. Initiates and conducts alerts, readiness tests, and recall procedures as required per SOP.
- g. Reports twice daily to the 98th ASG on current situation or as required by untimely SIRs. (N/A for 235th BSB)
- h. Maintains and controls the COMSEC materials for the S-2/3. (At 235th BSB performed by Security Branch para 142)
- i. Briefs and controls the gate guards where gate guards are required (at 417th BSB this is a AST Commanders responsibility). Insures the SOGs and CORs are complying with the security SOP set forth by the BSB.
- j. Receives and distributes daily MP blotter copies to authorized personnel. (279th and 280th BSBs only)
- k. Notifies the S-2/3 OIC and the COC NCOIC for guidance during any SIR, as required by SOP and IID PL# 4-7. Immediately formulates and submits all SIRs to higher headquarters as required by the S-2/3 OIC or the BSB Commander. (At 235th BSB this is a function of the MP Station)
- l. Maintains a current location roster for the Senior Tactical Commander, BSB Commander, XO, CSM, and any other key personnel as required. (N/A for 235th BSB)
- m. Inspects and secures the Command Group Area during after duty hours. (At 235th BSB this is a function of the MP Station)

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n. Monitors the alarm system for the Command Group Area, the banks, finance vault, arms room and sensitive vault areas. Notifies the MPs in cases of activation of any alarm system. Monitors the JSSIDS for areas installed and notifies the unit in case of any unauthorized access. (At 235th BSB this is the function of the MPs)

o. Ensures the community mailroom is open in the morning and secured in the evening. (N/A for 235th and 417th BSB)

p. Maintains and issues in-country telephone control numbers, for official use only. (At 235th BSB this is the function of the S-1)

q. Maintains a community weather hotline from November through March. Notifies the appropriate agencies of road conditions and school closing during bad weather (See inclimate weather SOP for listings).

r. Ensures taped bugle calls are played at appropriate times: Reveille 0600 hrs, Retreat & To The Colors 1700 hrs, Call to Quarters 2230 hrs, Tapps 2300 hrs. (N/A for 235th BSB; in the 417th BSB, the ASTs are responsible for this)

s. Ensures flag detail reports 15 minutes prior to Reveille and Retreat for their duty. (N/A for 235th BSB; in the 417th BSB, the ASTs are responsible for this)

t. Operates the FAX machine for authorized individuals and official use only. (At 235th BSB this is a function of the S3)

u. Receives incoming personnel on weekends or holidays from the 21st Replacement Center. Notifies the gaining unit of soldiers to be picked up at the COC. (N/A for 235th BSB; 417th BSB personnel are not received on weekends)

v. Assists soldiers going on emergency leave in finding out MAC flights or Rhein Main Airport flights during non-duty or after-duty hours. (N/A for 235th BSB)

w. Reports trouble areas to AFN Television Trouble Shooting Center. (N/A for 235th BSB)

x. Issues authorization letters for tax-free fuel to authorized personnel for rental vehicles. (280th BSB only)

y. Coordinates emergency recovery for tactical vehicles within BSB AOR during non-duty hours.

z. Processes Blue Dart Notifications from higher echelons as required.

aa. Schedules unit/activity usage of theater, Andrus garden and community wash rack. (280th BSB only)

ab. Maintains alert roster for all BSB agencies and selected installation facilities.

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104D. ARMY CONTINUING EDUCATION SYSTEM (ACES) DIVISION.

Provides the ACES program of continuing education and training support programs for active duty soldiers, adult family members, and civilian employees. Advises the Commander and S-2/3 on operation and administration of ACES.

- a. Develops an education services plan for the community.
- b. Manages and operates Army Education Centers and Subcenters, and provides education services and training support to units.
- c. Manages and operates Army Learning Centers (MOS libraries).
- d. Develops plans, policies, and procedures involved in services responsive to educational short- and long-range needs and goals of units and assigned soldiers.
- e. Assures proper programming and budgeting of manpower, funds and facilities to support the community education services plan. Provides financial management of P33 ACES funds and other funds allotted for operation of Army Education Centers, Army Learning Centers and MOS improvement training instruction.
- f. Advises commanders on education institutions, programs and courses available to military personnel for improving proficiency in military occupational specialties, earning academic credit, documenting educational achievements, military training and experiences toward recognized civilian credentials, and retraining high performance soldiers.
- g. Supports the S-2/3 by arranging for the delivery of contractual MOS improvement training.
- h. Conducts educational guidance counseling to assist soldiers in setting and achieving career and personal goals by integrating ACES educational opportunities with military career development patterns.
- i. Plans, organizes, and conducts classes and provides tuition assistance for military personnel pursuing approved educational programs and objectives.
- j. Manages the command language program, including Headstart/Gateway, maintenance/refresher, duty/mission, interoperability language, and voluntary foreign language.
- k. Manages and conducts the Defense Activity for Nontraditional Education Support (DANTES) testing program, Soldiers Opportunity College (SOC) correspondence program which presently involves 969 stateside colleges and universities, and other testing activities to provide academic recognition for nontraditional learning experiences. Administers interest inventories, aptitude batteries, and diagnostic, placement, and achievement examinations.

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1. Manages, monitors, and conducts the Army Personnel Tests (APT) other than Common Task Training (CTT).

104G. INPROCESSING TRAINING CENTER.

(This operation falls under HHD in the 417th BSB).

a. Ensures that all soldiers and their family members meet all administrative training requirements for new arrivals in theater.

b. Ensures soldiers and their family members are briefed on the soldier and family member support programs available in theater.

c. Ensures soldiers and their family members are introduced to the German language and culture.

d. Ensures soldiers complete fundamental regulatory training requirements prior to reporting to their units.

e. Central Processing Facility has functional control over ITC and IOP:

(1) Ensures that all soldiers and family members process through all requirements.

(2) Ensures that all soldiers receive all required training.

(3) Ensures ITC and IOP perform all requirements for In/Out processing.

(4) Ensures readiness folder is complete on CPF day (A+2).

f. The **ITC** mission is to provide training/briefings on all aspects of community activities that impact on the quality of life of the military member and to ensure the classes that are mandatory are given to all soldiers.

(1) Ensures that all soldiers and their family members meet all administrative training requirements for new arrivals in theater.

(2) Ensures soldiers and their family members are briefed on the soldier and family member support programs available in theater.

(3) Ensures soldiers and their family members are introduced to the German language and culture.

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(4) Ensures soldiers receive CIF issue before reporting to duty.

g. The **IOP** mission is to provide a full range of in/out processing for soldiers/civilians and family members in the community, utilizing the USAREUR/EURO IMA Community automation system (UCAS).

(1) Performs all in/out-processing administrative matters.

(2) Forwards copies of all documents affecting pay to the Finance work-center.

(3) Ensures in/out processing of individual soldiers/family members/civilians through major community agencies (e.g., Personnel, Finance, Housing, Medical/Dental, Transportation, etc.).

104H. AVIATION DIVISION.

(Only at 235th BSB Ansbach - Katterbach and Illesheim Airfields,
and 417th BSB Kitzingen - Giebelstadt AAF, Leighton Bks AHP)

Supervises and coordinates flight and airfield operations and administration. Manages the flying area within the community in coordination with other local and servicing agencies. Operates the airfields and provides flight support services to assigned, attached, and tenant aviation units and transient aircraft, including emergency services support 24 hours, 7 days a week.

a. Advises the Installation Commander on airfield and flight operations matters. Serves as Air Traffic and Airspace Officer.

b. Manages and administers the *Local Flying Area - 417th BSB, Sub Helicopter Training Area and Control Zone 235th BSB*. Plans, programs and budgets for required resourcing, operational needs, and improvements. Ensures projects are properly coordinated and implemented.

c. Coordinates with the senior tenant aviation unit commander. Determines and publishes local flying rules and services to be displayed in flight operations area and provides to the U.S. Army Aeronautical Services Offices for publication in Flight Information Publication (FLIP).

d. Coordinates flight operations with air traffic control facilities (3/58 Aviation Regiment and Host nation ATC Facilities) and weather facilities (USAF Weather Detachments).

e. Provides flight dispatch and aviation support services at designated community airfields and heliports, to include:

(1) Maintains flight information counter. Displays approved aeronautical manuals and checklists, approach and departure data, weather information, and the DOD Flight Information Publications. Originates, disseminates, and maintains notices to Airmen for the assigned aviation facilities.

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(2) Processes/files flight plans and clearances and coordinates with appropriate Air Traffic Control Agencies. Transmits flight plan data at AFOD.

(3) Assists pilots in obtaining weather information before take-off.

(4) Maintains flight plan files and aircraft operation logs.

(5) Provides incoming aircraft parking assistance and instructions. Secures the aircraft.

(6) Provides POL services within capabilities to store and dispense aviation petroleum products.

(7) Operates airfield lightening, navigational and safety equipment. Keeps flight lines free of FOD.

(8) Provides fireguard services, operating fire extinguishers in emergency cases. Coordinates with servicing fire fighting crash and rescue agencies.

f. Administers and conducts the local airfield safety program within guidance from the community safety office and safety officers of supported aviation units. Develops the aviation accident prevention plan IAW appropriate agencies.

g. Serves as a member of the community master planning board to advise when aviation facilities are affected.

h. Oversees the condition of airfields, heliports, and helipads in coordination with local DPW representatives, the community safety office installation coordinator, and representatives of supported aviation units. Ensures that known hazards are eliminated or controlled. Initiates maintenance and construction requests for the airfields and helipads.

i. Supports the Army Aviation Standardization program within the scope of flight operations, with participation in the area aviation standardization committee.

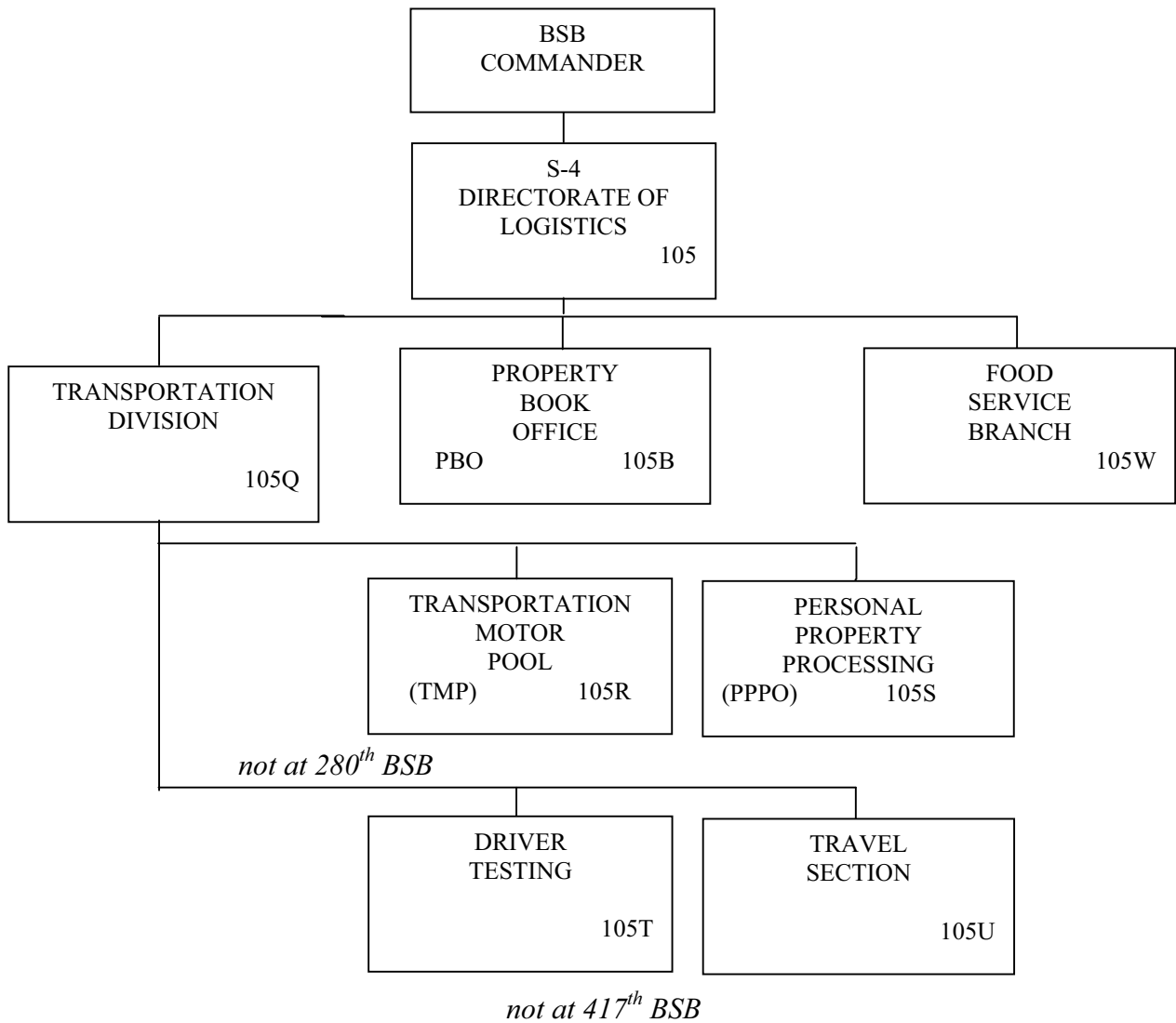
j. Provides administrative services for the Division, to include processing personnel paperwork and maintaining property hand receipt accounts.

k. Administers all joint use agreements for use of airfields by host nation and/or nonappropriated fund flying clubs and organizations. Ensures compliance with all flight operation procedures by host nation organizations. Serves as liaison to the local government and local Aeronautical agencies on all Airspace and Air Traffic related issues.

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SECTION 3 S-4 DIRECTORATE OF LOGISTICS (DOL).



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Transformation Installation Management (TIM)
Related HQDA proponent detailed Organization and Operations (O&O)
Links are provided below

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Supply Operations

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Supply Management

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[a25. Central Issue Facility](#)

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Food Services

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DIRECTORATE OF LOGISTICS (DOL) S-4.

MISSION

Directs and coordinates all BASOP logistical activities for the BSB and provides coordination with ASG regional logistics activities. Provides BASOP logistics information support to tenant units for deployment and redeployment as required by appropriate OPLAN, and base close-out support as needed.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

The DOL is the BSB logistician and exercises staff supervision over all installation logistics functions. Responsible to the BSB Commander for directing and coordinating all logistical activities (excluding medical, nonstandard engineer-unique, and nonappropriated fund activities).

- a. Advises the BSB Commander and his staff on all logistical matters.
- b. Coordinates and directs the BSB logistical support mission which includes base support activities such as supply operations, energy conservation, personnel property shipments, dining facilities, Kitchen Police personnel, and personnel movement.
- c. Acts as the Defense Regional Interservice Support (DRIS) coordinator for the entire community. (Except 417th BSB)
- d. Nominates individuals to serve as COR for DOL functions performed by contract.
- f. Provides staff coordination and interface with ASG DOL regional field offices, laundry services, and DRMO.
- g. Provides staff coordination with commissary and post exchange activities to include Army Military Clothing Sales Stores (AMCSS).
- h. Provides staff coordination for AAFES & Commissary Council meetings.
- i. Develops and supervises the BSB Command Supply Discipline program. Ensures all supply related activities are evaluated as frequently as required by regulation.
- j. As single source of supply, manages the supply and equipment resources of the BSB. Responsible for planning and coordinating all BSB supply activities and service functions.
- k. Directs and/or coordinates administrative support to the directorate and all facts of resource management as they pertain to the resources provided to the functions and facilities under the operational purview of the directorate.

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- l. Manages and administers the logistical aspects of the Management Control Process (MCP), and coordinates management improvements.
- m. Provides staff oversight and management of the Command Supply Discipline Program (CSDP).
- n. Coordinates with the S-2/3, logistical support plans for mobilization, emergency, special plans and exercises. Coordinates equipment readiness and equipment on hand reports with S2-3 for USR.
- o. Provides centralized management of dining facility attendants authorized for support of dining facilities located within the community boundaries.
- p. Monitors and coordinates DODAAC additions, deletions, and changes.
- q. Provides control over internal credit cards for accountable purposes.
- r. Provides Ordering Officer for Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA) and imprest fund purchase for orders less than \$600. Provides Imprest Fund Cashier Services for the entire BSB and tenant units.
- s. Collects and reviews statistics on customer satisfaction for all areas in the DOL.
- t. Performs the duties and functions of the US Army, Europe Customs Clearance Officer with authority to sign AE Form 302-1 for Export/Import customs declaration for goods which are the property of, or destined to be property of, the American Forces.
- u. Approving authority for Damage Statements for BSB Installation Property Hand receipted to community activities.
- v. Provide (US)Time and Attendance support for all DOL employees.
- w. Provides recommendations to the appointing/approving authorities for report of survey.
- x. Directs the assignments of the organization throughout subordinate supervisors. Is single point of contact (ISSO) for all aspects of Information System Security within the Directorate.
- y. As Information Management Officer (IMO) coordinates all activities involved in providing assistance to users of ADP equipment (hardware and software), troubleshooting, managing and setting up of E-mail accounts for the Directorate.
- z. Serves as staff supervisor for the community commissary bagger program which includes coordinating background checks and approval of licensing. (at 235th and 280th BSB)

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aa. As category owner for one category in the APIC process is responsible for compiling submission for annual ACOE competition within USAREUR/EURO IMA and world-wide IAW with APIC criteria. (at 235th and 279th BSB)

ab. On a quarterly basis prepares the Bamberg Information Management System (BIMS) briefing portraying the DOL's performance data for review by the ESC and QMB. (At 279th BSB)

105B. PROPERTY BOOK OFFICE.

a. Acts as property book officer for the BSB property book. Responsible for requisitioning installation property and expendable/durable supplies for the BSB.

b. Stores and hand-receipts TDA property to assigned and attached units and ensures that accountability is maintained in accordance with AR 710-2 and DA Pam 710-2-1.

c. Responsible for the requisitioning and accountability of non-deployable post, camp, and station property for those tactical units supported by the BSB.

d. Responsible for the accomplishment of property accountability programs in accordance with established regulations and policies.

e. Serves as DPAS Administrator.

f. Requests and accounts for POL coupons.

g. Forecasts TDA equipment.

h. Coordinates property disposal disposition for the BSB.

i. Coordinates equipment readiness and equipment on hand reports with S-2/3 for USR.

j. Provides single source of supply for the BSB.

k. Serves as the MTOE PBO for the HHD.

l. Provide assistance to manager in account lily of durable property

m. Develop and maintain Catalog data on non Standard items for use in identifying equipment for Hand Receipt holders.

n. Store and Program BB&T for deployments.

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105W. FOOD SERVICE BRANCH.

- a. Provides centralized management, hiring, allocations, and all administration matters such as establishing Civilian Performance Counseling Checklist/Records, Civilian Evaluation Reports, US and LN Time and Attendance Reports, schedules personnel health examination requirements and on the job injury reports, with supporting documentation, for food service personnel.
- b. Prepares, schedules and coordinates staffing with food service workers (Local Nationals and US).
- c. Manages annual and sick leave administration for food service personnel to include civilian cooks.
- d. Provides food service personnel to include civilian cooks for garrison dining facilities.
- e. Advises the military dining facility managers on all matters pertaining to dining facility food service personnel.
- f. Manages SSSC account for Food Service Branch and food service personnel to include civilian cooks.
- g. Responsible for providing civilian cook support to backfill for military cooks during deployments and mass training.
- h. Serves as designated representative for DOL, Food Service Branch to procure supplies, utilizing IMPAC Card Account. Locates and selects a variety of reliable vendors to supply authorized required protective and safety items for food service workers to include civilian cooks.
- i. Maintains and operates a Quartermaster Laundry Account for the Food Service Branch, for the purpose of cleaning food service workers' uniforms, which are accumulated through personnel in/out processing and stored at Food Service Branch. Establishes and monitors account with Quartermaster Laundry which provides individual Food Service Workers with uniform cleaning services.

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PART III BASE SUPPORT BATTALIONS

105Q. TRANSPORTATION DIVISION. (N/A for 280th BSB, functions performed at 105R)

Functions as a Transportation Division. Advises and assists the DOL on all matters pertaining to transportation management. The chief of the Transportation Division is the primary advisor to the BSB Commander and DOL on matters of base support transportation operations.

- a. Supervises and coordinates movement services for passenger travel and the shipment of personal property. Appoints Quality Assurance Evaluators for the Government Official Travel Contract.
- b. Supervises and coordinates administrative travel through the use of government-owned or leased vehicles, and contracted transportation services.
- c. Supervises and coordinates the maintenance and repair of Interagency Fleet Management Systems (IFMS) NTVs. Commercial material handling equipment (CMHE), special purpose, and other non standard equipment, and vehicles and equipment of other supported units.

105R. MOTOR SERVICE TEAM
TRANSPORTATION MOTOR POOL (TMP).

- a. Supervises and administers the operation of government-owned, leased, or contracted nontactical vehicles. Dispatches the IFMS NTV fleet. Serves as liaison point of contact between IFMS and internal BSB customers.
- b. Maintains data and reports on nontactical vehicles usage to ensure sufficient assets are available to support community requirements.
- c. Maintains data and reports on DPW Remnant (non IFMS) nontactical and special purpose vehicles.
- d. Coordinates services for IFMS vehicles between IFMS, contractor and informs customer when services are due.
- e. Provides during duty hours recovery service for nontactical vehicle breakdowns occurring within the community boundaries for special DPW equipment. Coordinates recovery services for IFMS vehicles between IFMS, contractor and customer.
- f. Provides the planning, administration, and operation of transportation services supporting the community requirements to include tractor trailers and scheduled Activity Bus Routes (Community and Medical Facilities), General Fleet (Official use), Bus Transport, Courier, deployment, redeployment, limited training support, and general truck support.

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- g. Manages TMP fuel point, orders fuel and coupons; prepares receiving, distribution, and metering reports; issues, controls, and accounts for fuel coupons.
- h. Monitors and reports NTV availability, mileage and usage.
- i. Supervises and coordinates the training and testing program for military and POV driver's licenses.
- j. Provides support to IFMS by checking vehicles for cleanliness and accident damage.
- k. Checking and verifying bills for all IFMS vehicles. Reports billing discrepancies.
- l. Initiates Report of Surveys for damaged/missing property.
- m. Provides support in rotation of NTVs.
- n. Informs and supports customers of leased vehicles on proper usage.
- o. Processes unit requests for official transportation (TDY, training, exercises contingencies and leasing) determining the most cost effective means IAW published guidance and command policies.
- p. Manages IFMS NTV records, bills, and assignments/terminations. Advises the DOL and BSB Commander on vehicle distribution between general fleet, staff, and units to maximize utilization.

105S. PERSONAL PROPERTY PROCESSING OFFICE (PPPO).

- a. Supervises and coordinates movements service for passenger travel and the shipment of personal property.
- b. Supervises and coordinates the local, intra-theater, and inter-theater movement of personal property through CPPSO channels.
- c. Provides counseling and assistance to all authorized personnel, including members of other services, for the movement of all personal property, unaccompanied baggage, household goods and privately owned vehicles.
- d.. Supports the quality control program for personal property shipments.
- e. Coordinates with local Military Police activity (Customs) for briefing and inspection of outbound personal property shipments.

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f. The Quality Assurance Evaluator (QAE), monitors the Government travel contractor to insure contract compliance is maintained. Conducts, records, and reports weekly surveillance checklist results to the Site Area Contracting Officers Representative (SACOR).

g. Coordinates storage/delivery of household goods (HHG) for unit deployments and redeployments.

105T. DRIVER TESTING.

POV SERVICES BRANCH. (At 235th and 280th BSB)

a. Provides classroom lessons and practical testing for individuals requiring POV or military nontactical vehicle operators permits.

b. Provides instructions and drivers examinations for both civilian and military personnel.

c. Plans, conducts and administers training of applicants desiring a military operators permit for all NTVs.

d. Interviews applicants and reviews their Driver Qualification Records to determine eligibility for desired licenses.

f. Keeps abreast of latest traffic laws and Army Regulations in preparation of classroom instructions and answers inquiries on specific traffic regulations.

g. Provides safety and information briefing for all NTV operators.

h. Coordinates all matters pertaining to personnel licensing for POVs with USAREUR/EURO IMA Vehicle Registry Office.

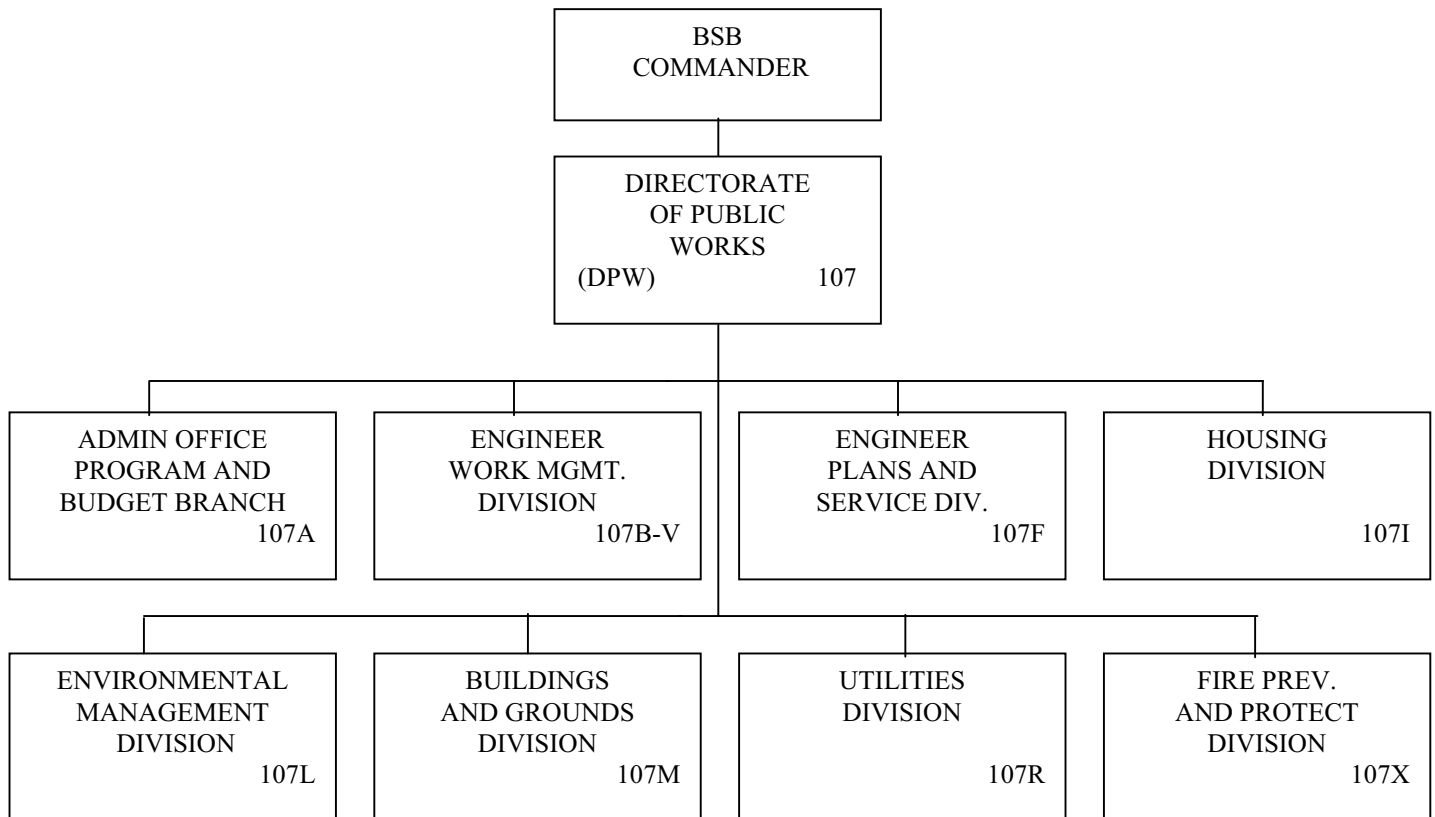
i. Provides recommendations for BSB Commander for disciplinary actions concerning POV driving privileges.

j. Provides Unit Instructor Driver Training to tenant Units.

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PART III BASE SUPPORT BATTALION

SECTION 4 - DIRECTORATE OF PUBLIC WORKS (DPW).



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Facilities Maintenance Management

Building (Facilities) Maintenance
a31. Training & Ops
a32. Maintenance & Production
a34. Supply
a35. Administration
a36. AFH
a37. UPH
a38. Community
a39. Medical / Hospital
a42. Other
a63. Real Property Demolition
Military Construction, Army
Appendix 1 - USAREUR
Job Order Contracting (JOC)
a40. Maintenance - Improved Grounds
a41. Maintenance - Unimproved Grounds

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a43. Maintenance - Surfaced Area
a44. Heating / Cooling Services
a45. Water Services
a46. Waste Water Services
a47. Electrical Services
a48. Other Utilities
a49. Maintenance - Railroad
Maintenance - Dams

Housing Management

a50. Family Housing Management
Family Hsg New Const. & Revit
Housing Privatization (RCI)
a52. UPH Management
UPH Management Beyond a52

Real Property Management

a53. Facilities Engineering Svcs Mgmt
a54. Master Planning
a55. Real Estate / Real Property Admin
a56. Real Estate Leases

BRAC

Base Realignment & Closure
--

Other Engineering Services

a57. Custodial Services
a60. Refuse Removal
a61. Snow and Sand Removal
a62. Minor Construction

Emergency Services

a68. Fire & Emergency Response Services

Environment

Indoor Pest Control
a59. Outdoor Pest Control
a64. Conservation Programs
a65. Restoration Programs
Compliance Programs
a67. Pollution Prevention Programs
Acquisition & Testing / R&D
EL / RAMP
Program Mgmt & Planning

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PART III BASE SUPPORT BATTALION

MISSION

This office is responsible for planning, directing, coordinating, providing staff supervision, and serving as the principal advisor to the BSB Commander on all matters relating to engineering, maintenance and repair (M&R) of real property, fire prevention and emergency services, housing, environmental stewardship, fixed facility energy conservation, master planning and space utilization within the BSB.

The 417th BSB DPW has direct supervision of the AST FE's located at Kitzingen and Giebelstadt Army Airfield (GAAF).

The 235th BSB DPW has direct supervision of the AST FE's located at Illesheim.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

107. DIRECTOR OF PUBLIC WORKS.

The director is the principal staff officer responsible for Real RPMA and AFH maintenance activities. This office is responsible to direct, coordinate, and control all actions of the major operating elements; Engineering, Plans & Services Division, Engineering Support Division (ESD), Buildings and Grounds Division (B&G), Utilities Division, Fire Protection Division, Housing Division, Environmental Management Division (EMD), Engineering Resource Management Division (ERMD), FE Kitzingen, FE Giebelstadt, FE Illesheim, and Administrative Service Offices. It interprets, implements, and formulates policies under prescribed regulations. Participates in all community activities pertaining to DPW areas of concern.

a. Acts as principal staff advisor to the BSB commander on matters pertaining to RPMA and AFH functions. Directs and supervises the community's RPMA and AFH management programs, USAREUR/EURO IMA Stationing Programs (STATPRO), and Unaccompanied Personnel Housing (UPH) requirements.

b. Serves as the executive secretary on the installation planning board. Attends boards on project prioritization, energy conservation and environmental control, and participates on installation educational advisory committees.

c. Provides the Community Planning Board with recommended Major Construction Army (MCA) project priorities and the community prioritized projects list (PPL) to achieve objectives of the Future Development Plan.

d. Coordinates with all DPW Divisions, community offices, tenant units and appropriate agencies, and reviews all requests for new work, signs, major renovation projects, etc., and all project designs to ensure that projects meet users' functional requirements and are in compliance with Future Development Plan goals and objectives and the installation design guide.

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PART III BASE SUPPORT BATTALIONS

- e. Oversees the development of budget and distribution of assets (funds, manpower, and material), and coordinates the program execution within BSB priority. Program manager for OMA J, K, L M, AFH accounts, and VENC.
- f. Plans and directs operations, ensures the accomplishment of long range and annual work planning, the establishment of annual work programs, and the review and evaluation of engineering and housing operations. Fosters productivity improvement programs (i.e., Value Engineering (VE), economic analysis, etc.) in coordination with the DRM proponent.
- g. Promulgates the coordination of multi-divisional programs.
- h. Makes on-site staff visits and inspections with the BSB commander, general staff, and DPW staff. Serves as an escort for visiting dignitaries relative to DPW and BSB matters.
- i. Oversees the development of Maintenance and Repair (M&R) construction standards for major repair and upgrade projects.
- j. Executes the construction portion of the Community Command Security Upgrade Program (CSUP) and the community force modernization programs. Coordinates all construction projects with the BSB Provost Marshal's Office to ensure projects meet physical security requirements and meets the construction/renovation requirements in USAREUR/EURO IMA Regulation 525-13.
- k. Oversees and coordinates self-help program and SHIP store in community.
- l. Career program manager for DAC Engineers, CP 18 Engineer and Scientist.
- m. Advises management and division chiefs on the application of regulatory guidelines and develops DPW policy for implementation.
- n. Directs and develops the formulation and direction of administrative and management policies pertaining to the directorate.
- o. Serves as Safety Coordinator for the DPW and a standing member of the Community Safety Council.
- p. Insures plans, specifications, and drawings for all MCA and OMA funded projects designed by EUD and A/E contracts are reviewed for technical adequacy and life cost effectiveness.
- q. Identifies, coordinates, obtains funding for projects from higher headquarters to optimize use of special program funds (e.g., Occupational Safety and Health Action (OSHA), CSUP, NATO, EFMP, Combat Training Area (CTA), exceptional member program (EFMP), VENC.

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PART III BASE SUPPORT BATTALION

- r. Coordinates designs with using agency, BSB staff, and DPW organizational elements. Conducts design reviews as required.
- s. Represents the BSB at design conferences for out of house design projects.
- t. Provides the ASG DPW with a clear scope of work for out-of-house design projects.
- u. Coordinates with supporting activities (i.e., DODDS, AAFES, DECA, MEDCOM) in prioritizing, programming, designing and resourcing projects.
- v. Supports the Community EEO Program and is a standing member of the Community EEO Committee.
- w. Coordinates all real property actions with US Army Real Estate Offices and the German Government Real Estate Offices.
- x. Plan stationing actions and Real Property support and executes projects needed to support such actions.
- y. Coordinates construction with the German Government agencies,
Maintains Real Property Records and tracks changes in Real Property for the entire BSB

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PART III BASE SUPPORT BATTALIONS

107A. ADMINISTRATIVE SERVICES OFFICE.

TDA Paragraph 107A combines Administrative Services Office and Program and Budget Branch into one paragraph.

For the purpose of this O&F manual, you will find a paragraph

107A. ADMINISTRATIVE SERVICES OFFICE on page 49

under the direct supervision of the DPW

and a paragraph

107A. PROGRAM AND BUDGET BRANCH. on page 55

which is part of 107B. ENGINEER WORK MANAGEMENT DIVISION

Assists with recommendations and compliance to the DPW/DDPW, on the application of regulatory guidelines and assists with the implementation for the Directorate. Assists in the formulation and direction of administrative and management policies pertaining to the Directorate. Advises the DPW in the development of and assists in compliance with administrative directives and procedures relating to personnel (civilian and military) and training program. Performs general office services and provides personnel control and reporting for the directorate.

- a. Implements command and community directed guidance for civilian personnel management program, employee performance standards and appraisals, disciplinary actions, training, etc. Provides advice to Division Chiefs and supervisors on all personnel actions. Acts as liaison with the Civilian personnel Office, defense Cost office, works Council and other German agencies.
- b. Is responsible for records management, correspondence and suspense control, mail procedures, office supplies, files, documentation system, and general administrative services for the organization.
- c. Conducts periodic assistance surveys of all DPW elements to ensure compliance with established records management, correspondence management, files management, and office supply management policies.
- d. Receives, distributes, and maintains records of civilian manpower authorizations arriving from the DRM. Prepares manpower utilization feeder reports.
- e. Prepares and ensures that all personnel actions are in consonance with established equal opportunity and race relations programs, USAREUR/EURO IMA regulations, German tariff agreement and labor laws.
- f. Prepares, reviews and consolidates personnel status reports as required.

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PART III BASE SUPPORT BATTALION

g. Accomplishes the full scope of manpower management functions within the DPW in compliance with regulations and concepts developed and issued by higher headquarters. Maintains the DPW tables of distribution and allowances (TDA). Presents comments and recommendations on contemplated or directed changes in personnel strength (i.e., mission of functional changes), considers workloads, qualifications requirements, capabilities of assigned work force, etc., in determining need for redistribution and/or reassignment of spaces and personnel and/or abolishment of positions to comply with directed personnel reductions. Attends all meetings and training pertaining to manpower

h. Prepares accident reports in German and in English language (i.e., lost time way accidents and traffic accidents). Prepares, reviews and processes accident reports and assists with investigations. Coordinates safety inspections and corrective action reports and publicizes information on safety awareness and accident prevention.

i. Serves as training coordinator for the DPW. Develops DPW training plan, and gives guidance and assistance for training accomplishment.

j. Processes foreseen overtime requests and accepts emergency overtime requirements for approval by the authorizing official.

k. Maintains and updates employee service record cards to reflect personnel actions, training courses, awards, corrective interviews, admonishments, and other pertinent information.

l. Advises and processes requests for severity allowance and ensures compliance with applicable regulations.

m. Reviews and processes recommendations for disciplinary actions, awards, and commendations.

n. Prepares, consolidates, reviews, and submits DAC, USFFM, and LN Time and Attendance Reports.

o. In conjunction with the Works Council, establishes and controls tours of duty and annual leave schedules.

p. Establishes and maintains a minimum of forms for use by all elements of the DPW.

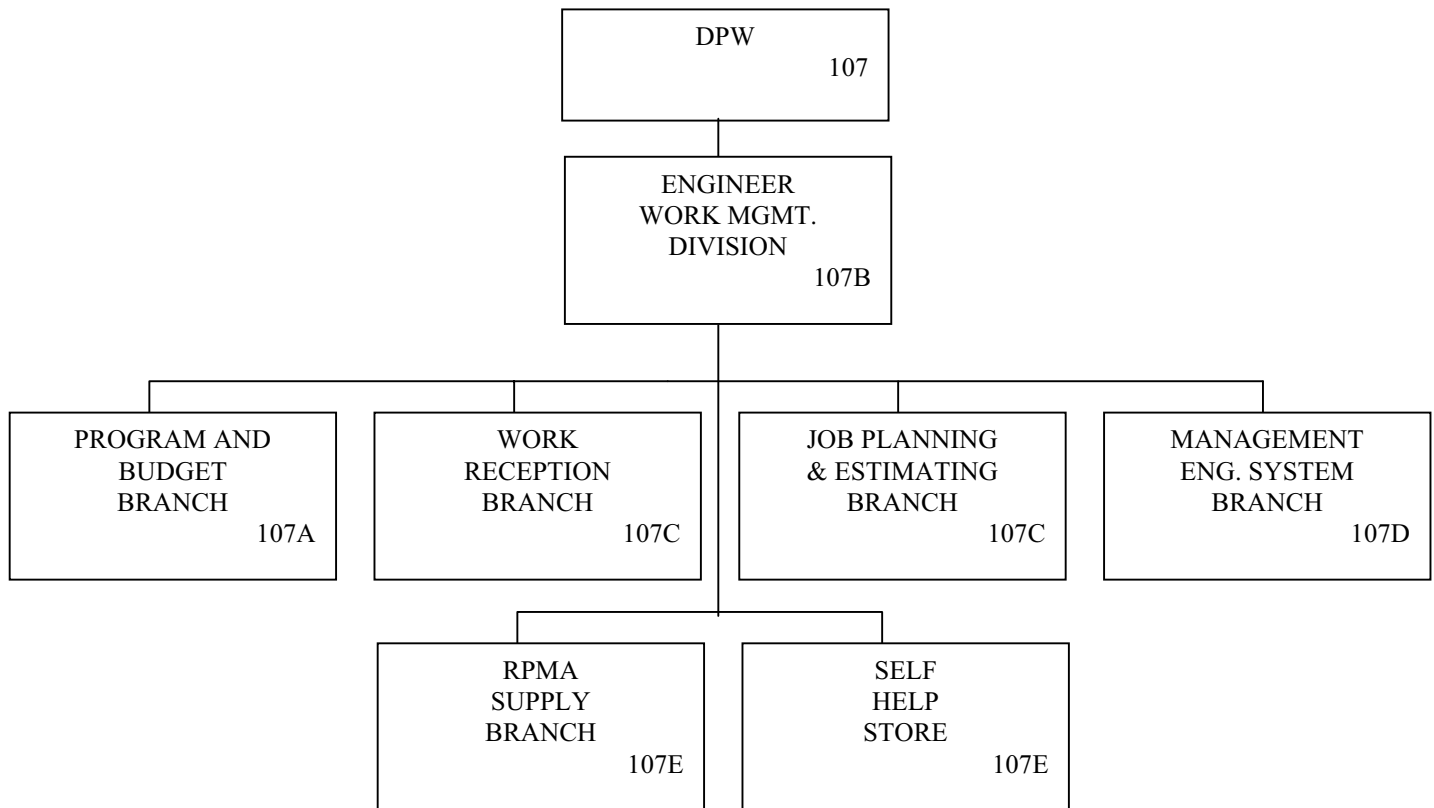
q. Controls the processing of requests and authorizations for travel and transportation. Prepares TDY requests and claim vouchers for all personnel assigned.

r. Procures, stores, and issues office supplies for DPW. Procures, maintains and issues office supplies to all DPW Divisions/work forces.

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PART III BASE SUPPORT BATTALIONS

- t. Maintains a report control register for all periodic and onetime reports. Ensures that all reports leaving the organization comply with requiring directives.
- u. Controls sick absences, prepares statistics, and initiates and advises on measures to be taken.
- v. Prepares, issues and maintains Installation Pass program for *(the entire 280th BSB)* all DPW employees and Contract personnel associated with the DPW.
- w. Coordinates the LN Medical Surveillance Program. Acts as Safety Liaison for the DPW. Performs Translating services for the Directorate. Provides Interpreting Services. (Correspondence/Technical documents/personnel correspondence)
- x. Serves as DPW Incentive Awards Coordinator. Reviews and processes award nominations. Advises management and employees on applicable regulations and policies.
- y. Serves as POC for procurement, management of office machines such as copiers, fax machines, and cell phones.
- z. Performs Review and Analyses for the Directorate.
- aa. Exercises functional management of the DPW's internal Control Program.
- ab. Administers a customer feedback program.

PART III BASE SUPPORT BATTALION**107B. ENGINEER WORK MANAGEMENT DIVISION.***(At 417th BSB called: ENGINEER RESOURCE MANAGEMENT DIVISION ERMD)*

Receives, plans, programs, coordinates, and schedules work requirements to be accomplished, and analyzes completed work performance. Coordinates maintenance and repair efforts for self-help. Procures, stores and issues construction materials for all in-house, self help and troop projects. Based on ASG and BSB guidance coordinates preparation of programs and program requirements for the BSB RPMA, AFH, and reimbursable customers and maintains expenditure within resource guidance for these programs. Provides industrial engineering services techniques, as required, to increase DPW productivity and operations. Supervises and monitors all DPW ADP hardware and software systems and applications.

a. Plans, and through internal procedures and records, controls the execution of DPW appropriated and reimbursement non-appropriated funds for the operation, maintenance, repair, and minor construction of real property and other facilities and equipment in accordance with the BSB DPW program as resourced by the ASG and reimbursable customers.

b. Integrates the work management program with other engineer and BSB programs and ensures overall compliance with basic policies.

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PART III BASE SUPPORT BATTALIONS

- c. Manages the RPMA Work Management Program to include work generation, reception, approval, job planning, estimating, and material ordering.
- d. Establishes internal procedures, provides services, and monitors use of the following Standard Army Management Information Systems (STAMIS): Integrated Facilities System Mini/Micro (IFS-M), IFS-M Supply Module, Housing Operations Management System (HOMES), and Consolidated Engineering Management System (CEMS). Ensures development of local applications.
- e. Identifies and justifies resource requirements to ASG Engineer's inclusion in ASG DRM's Command Budget Estimate (CBE). Manages database for preparation of: the Service Based Costing Report, Unconstrained Requirements Report (URR), and General Officer Quarters Cost Report.
- f. Manages database for Special Project Program and Reports (CSUP, CTA/LTA, DoDDs, NAF and reimbursable customers (i.e., MEDDAC, COMMISSARY, etc.)).
- g. Assures all DPW's financial documents submitted through ASG Engineer to DRM are in compliance with existing fiscal directives and regulations of the AR 37-100-XX series.
- h. Advises the DPW and staff as to the feasibility of accomplishing work within resource guidance limits.
- i. Ensures maintenance of records reflecting current status of DPW work programs, including distribution of work force, status of individual jobs, operations activities, and backlog of work.
- j. Receives, reviews and approves (within approval limitations) job order requests for feasibility, compliance with regulatory and statutory directives, organizational or environmental impacts, operation and maintenance impacts, and compliance with BSB Master Plan and Installation Design Guide (IDG).
- k. Ensures timely and adequate receipt of all stock and non-stock construction supplies for in-house, self-help, and troop projects. Stores and issues these supplies, as required.
- l. Ensures Preparation of manpower, equipment, and material estimates, and bills of materials for Service Orders (SO), Individual Job Orders (IJO's) and Standing Operations Orders (SOO's).
- m. Manages shop scheduling in coordination with other DPW staff.
- n. Assists and advises community staff and customers with project development. Works with customers to clarify requirements so the DPW can understand what is desired.
- o. Provides industrial engineering services and technical assistance to all DPW elements. This includes work sampling, time and motion studies, value engineering, and Review and Analysis (R&A) (R&A not at 235th BSB), etc.

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PART III BASE SUPPORT BATTALION

- p. Plans and conducts in-house training programs in work management techniques and procedures and ADP system for DPW personnel.
- q. Prepares, maintains, and executes IAW the DPW Resource Management Plan (RMP).
- r. Manages and supplies the Expanded Self-Help Program.
- s. Coordinates Individual Job Order Request (JOR) screening boards.
- t. Manages the RPMA Supply and Storage function for non-standard DPW unique materials.
- u. Assists in preparation of ABG1.
- v. Conducts in processing briefings for incoming family members and soldiers.
- w. Reviews design packages as necessary.
- x. Ensures return of originating agency JORs that are not in accordance with established policy or have been disapproved, with an appropriate statement.
- y. Ensures preparation of Annual Work Plan.
- z. Prepares appropriate portions of ISR.

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PART III BASE SUPPORT BATTALIONS**107A. PROGRAM AND BUDGET BRANCH.**

TDA Paragraph 107A combines Administrative Services Office and Program and Budget Branch into one paragraph. For the purpose of this O&F Manual, you will find a paragraph 107A. ADMINISTRATIVE SERVICES OFFICE on page 49 *under the direct supervision of the DPW* and a paragraph 107A. PROGRAM AND BUDGET BRANCH on page 55 *which is part of 107B., ENGINEER WORK MANAGEMENT DIVISION.*

Develops, formulates, justifies, presents, analyzes, and executes the combined Operation and Maintenance, Army (OMA) and Army Family Housing (AFH), to include management of the entire reimbursable program. Develops, formulates, and prepares DPW program requirements for new work and minor construction, operation of utilities, facility maintenance and repair, engineering services, bachelor housing operation and M & R environmental compliance, family and leased housing operation and M&R. Plans for short and long range program requirements, including resource forecasting. Implements HQ DA, HQ USAREUR/EURO IMA and ASG resource management guidelines and provides execution advice to DPW, FE, and Division Chiefs. Develops current year DPW financial plan and implements the plan as resources are expended. Requests reprogramming of funds as necessary. Reviews fund requirements, justifies additional funds and declares excess funds to ASG DPW and DRM. Plans, programs, coordinates, estimates, and evaluates resources for the accomplishment of the OMA, RPMA, and AFH mission and ensures effective execution of the budget. Is responsible for the smooth integration of the AFH program into the DPW programs. Funding sources include, but are not limited to Operation and Maintenance, Army (OMA), Army Family Housing (AFH) and BOP (Business Occupancy Program), Nonappropriated Funds (NAF), Department of Defense Dependent Schools (DoDDS), U.S. Army Troop Support Agency (TSA), Commissary (DECA), Army and Air Force Exchange Service (AAFES), MEDDAC, Community Bank, as well as unit funds.

a. Develops, projects, formulates, and justifies all DPW budget requirements in the command operating budget (COB) submission. Analyzes, evaluates data and validates and justifies additional unforeseen requirements for the Engineers and AFH program.

b. Compiles data relative to manpower utilization, program accomplishment, unfinanced requirements, and analyzes payroll requirements in detail.

c. Analyzes and evaluates data, prepares projection of future budgetary requirements, reviews and consolidates estimates and assesses validity of data. Consolidates and updates financial reports (i.e., Mid-Year Review, GFOQ, QCI, J/M Validation, bi-monthly Execution Status Report, Command Operating Budgets for reimbursable support to DoDDS, MEDCOM, DECA, MEDCOM cost report, AFH AWP input, various statistical reports for DPW managers, billing of reimbursable customers) for submission and justifies increases/decreases in funding requirements to ASG DRM. Monitors and executes the entire process of fund control, including planning, forecasting and management control over expenditures. Estimates DPW support requirements for all community activities, including tenant and satellite activities/units (NAF, tactical units, etc.) for inclusion in the budget.

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PART III BASE SUPPORT BATTALION

- d. Prepares and implements RMP for the DPW accounts, projecting effective utilization of available funds.
- e. Performs continuous review and analysis of cost and program performance and initiates reprogramming actions where required.
- f. Furnishes cost and pacing measure data for the DPW portion of the Service Based Costing (SBC) Report.
- g. Serves as point of contact (POC) for the preparation of inter- and intraservice Support Agreements and Memoranda of Understanding pertaining to DPW support provided to reimbursable customers with or without charge.
- h. Advises the DPW managers and staff as well as customers in all DPW financial matters and procedural and regulatory requirements and prepares input for and attends workshops, meetings and conferences pertaining to financial and manpower management. Serves as the POC for financial audits and inspections of the DPW.
- i. Manages DPW reimbursable customer accounts and develops, projects, formulates, and justifies all DPW support requirements for inclusion in the customer's COB.
- j. Performs regular validation of J&M accounts and all other accounts to assure accurate budget expenditures and requirements. Compares resource guidance with budget requirements, and performs continuous review and analysis of cost and program performance. Analyzes deviations regarding their impact on program execution, and informs DPW managers.
- k. Manages DPW resource expenditures, identifies shortfalls, and recommends/requests reprogramming of funds.
- l. Prepares the BSB DPW operations portion of the Command Budget Estimate for the ASG DPWs for submission to the ASG DRM.
- m. Manages database for the Service Based Costing report, J&M Validation, Midyear Review, maintains tables in the JOB Cost Accounting Module of IFS-M to ensure accurate reporting of costs and manpower data to higher headquarters. Inputs data into several screens and other reports
- o. Ensures DPW programs are executed within resource/program limits (minimum and maximum) IAW ASG and BSB Commanders guidance, and assures all DPW's financial documents submitted through ASG DPW and DRM are in compliance with existing fiscal directives and regulations of the AR 37-100-XX series. Periodically evaluates program goals and objectives, and works out appropriate measures to improve coordination with other divisions in order to reduce operating costs without impairing overall operations. Develops and recommends local procedures to implement changes to budgetary processes, policies, and regulations issued by higher level authorities.

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PART III BASE SUPPORT BATTALIONS

- p. Controls DCAS for the BSB DPW and AFH programs. Reviews and commits all financial documents, forwards through the ASG DRM, obligation input to the Kaiserlautern DFAS. Maintains files, prepares report for Housing Manager, as well as the overall DPW program.
- q. Executes and reconciles the interface of IFS-M, ABC with other automated systems (i.e. STANFINS, FESS, etc).
- r. Prepares, validates, reviews, and manages all financial commitment, obligation and billing documents for the DPW.

107C. WORK RECEPTION BRANCH.

TDA paragraph 107C has two parts:

107C. WORK RECEPTION BRANCH. Page 57

107C. JOB PLANNING & ESTIMATING BRANCH. Page 59

Receives and processes all requests for work placed on the DPW by individuals and community activities for OMA and AFH and other requesters. Reviews Work Requests (WR's – DA form 4283 -) and SO's for compliance with regulatory requirements for feasibility and adequacy. Coordinates material requirements and schedules all work for in-house forces, and/or work accomplished by contractors.

- a. Provides screening, technical and legal review, material coordination, and scheduling for all WR's submitted to the DPW.
- b. Reviews WR's for feasibility, compliance with regulatory and statutory directives, organizational and environmental impact.
- c. Maintains statistical records and/or visual control devices reflecting the current status of DPW work programs, including distribution of work forces, status of individual jobs, operation activities, and backlog of work in terms of man-hours.
- d. Operates a service call desk for the receipt of telephonic requests for minor M&R work, eliciting sufficient detail from caller to determine validity and urgency of request. Monitors all SO's and projects performed in-house and by contract. Assures problem resolution. Verifies completion and quality of work by review of job orders and service orders and by site inspections. Serves as SIIOC for domestic appliance and other repair contracts. Coordinates with customers, shop personnel, DPW branches/divisions contractors. Schedules service appointments.
- e. Transfers emergency work to shops or service trucks by radio or other expeditious means.
- f. Evaluates incoming WR's consolidation with existing, WR's (for economy,) and for duplication with already existing requirements.

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PART III BASE SUPPORT BATTALION

g. Ensures that requests involving elimination of security, safety, health and welfare hazards are coordinated with appropriate staff offices, and expedited and completed on a timely basis.

h. Maintains JOR register and files. Maintains work order records. Initiates, schedules, prioritizes, coordinates, monitors, and makes technical determination of work requests. Performs accountability of work accomplishment in-house or by contract for statutory and regulatory cost limitations to insure satisfaction and meeting of all requirements. Initiates all maintenance and new work orders and approves all work orders within approval limitations.

i. Returns to originating agency WR's that are not in accordance with established policy or have been disapproved, with an appropriate statement.

j. Prepares weekly master schedule of major jobs. Presents the master schedule at weekly scheduling meetings. Reviews schedules to meet changing conditions.

k. Coordinates the planning of shop work schedules and determines man-hour, material, and equipment availability for IJO'S, and SOO'S.

l. Controls flow of documentation of WR's and other work authorization documents. Maintains records to show location of each document (i.e., design, estimating, funding, material coordination, contract, etc.).

m. Performs periodic reviews of all WR's/IJO's to determine timeliness and adequacy of processing and accomplishments, and tasks or recommends action on problem areas encountered.

n. Maintains records of completed and incomplete WR's and SO's.

o. Assists in the development of the annual work plan.

p. Coordinates the preparation of SOO's and repetitive IJO'S and reviews them for adequacy.

q. Initiates requisitions of supplies for- IJO, SO, SOO, and troop labor projects for the RPMA warehouse. Follows up on pending requisitions.

r. Draws supplies for IJO'S. Assembles and stores material in holding areas and coordinates delivery to work sites.

s. Initiates procurement requests for non-stocked items, supplies and services.

t. Reviews all job requests and provides recommendations as to technical feasibility of requested work, method of work accomplishment, and other pertinent information necessary for approval or disapproval actions.

u. Plans jobs in operational sequence by work elements and crafts.

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PART III BASE SUPPORT BATTALIONS

107C. JOB PLANNING & ESTIMATING BRANCH.

TDA paragraph 107C has two parts:

107C. WORK RECEPTION BRANCH. Page 57

107C. JOB PLANNING & ESTIMATING BRANCH. Page 59

Prepares detailed working estimates for individual maintenance, repair and/or minor construction jobs to be accomplished by the DPW work force. Visits sites of proposed work to determine physical condition and obtains basic data necessary for planning and estimating work. Discusses proposed work with the using activity to ensure requirements will be satisfied in the most economical manner. Performs inspections to determine the condition and state of repair of community facilities.

- a. Estimates material and equipment requirements, determining substitute items when required, and prepares bills of material.
- b. Prepares single line sketches and detailed descriptions to clarify requirements of work to be accomplished in-house for non-project work. Sketches are prepared based on work site visits and clarify any existing special or unique site conditions.
- c. Makes physical inspections and/or obtains additional information from customers as required.
- d. Prepares specifications dollar estimates for short service contracts. Prepares IGE's for contract work and performs contract inspections.
- e. Prepares specifications, designs and cost estimates for troop projects.
- f. Performs diagnostic component inspections on buildings, structures and related roads, grounds, utility systems and equipment, etc. Prepares written reports of inspections, including extent of deficiencies and requirements to correct them.
- g. Uses TB 420 series and other approved engineer performance standards (EPS) and accumulated data to estimate man-hours, equipment and material requirements needed for each job phase. Determines substitute items when required and prepares bills of material.
- h. Conducts on-site surveys with customers. Prepares detailed estimates IAW EPS, considering economy, work sequence, technical requirements, safety requirements, supporting equipment, standard work times, travel time, required man-hours costs and material availability. Resolves technical problems.
- i. Coordinates preparation of Standing Operation Orders and reviews them for adequacy and estimates.
- j. Prepares estimated cost of damages (ECOD) for fires, traffic, vandalism, etc., reports of survey and statements of charges on real property facilities.

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PART III BASE SUPPORT BATTALION

k. Prepares designs and specifications for small purchase projects to be completed by contract with sketches/plans and details with different scales. Coordinates with customers, contractors and local authorities.

l. Uses directed automated systems to perform estimating functions (i.e., IFS-M and Supply 2000).

MES/AUTOMATION SUPPORT BRANCH.

MES part

Establishes internal procedures, provides services, and monitors use of the following Standard Army Management Information Systems (STAMIS): Integrated Facilities System Mini/Micro (IFS-M), IFS-M Supply Module, Housing Operations Management System (HOMES), and Consolidated Engineering Management System (CEMS). Ensures development of local applications.

a. Manages database for Special Project Program and Reports (CSUP, CTA/LTA, DoDDs, NAF and reimbursable customers (i.e., MEDDAC, COMMISSARY, etc.)).

b. Provides industrial engineering services and technical assistance to all DPW elements. This includes work sampling, time and motion studies, value engineering, and Review and Analysis (R&A), etc.

c. Plans and conducts in-house training programs in work management techniques and procedures and ADP system for DPW personnel.

d. Ensures preparation of Annual Work Plan.

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PART III BASE SUPPORT BATTALIONS***AUTOMATION SUPPORT part***

Executes BSB Engineer and Housing automation initiatives and programs. Provides input during development of BSB automation initiatives and programs. Develops and analyses computer programs for increasing the productivity of the DPW workforce. Maintains hardware and software of all automated equipment and networks in the DPW. ADP equipment inventory and security in accordance with AR 380-19. Supervises all automated data processing activities for the DPW organization.

- a. Conducts studies in methods, organization, and operational improvement of ADP support.
- b. Serves as the DPW manager for automation data processing, including IFSM, Engbase, HOMES, UCAS and PC based programs. Writes programs to provide customized reports from databases for divisions and other organizations. Writes and modifies programs to optimize automation performance of backups and batch processing.
- c. Coordinates and implements the development and use of DPW automated management information systems, including telecommunications. Responsible for maintenance and systems administration of all DPW automation assets including UNISYS mini computer, Everex 486 LAN server, CC-Mail Gateway, e-mail Gateway, CADDs workstation, CADD LAN, Wide Area Network for IFSM and IFSM-Supply Module, Novel PC LAN, CC-Mail, HOMES INTEL 320.
- d. Manages all DPW automated equipment purchases, turn-ins, hand receipt records, transfers, and equipment maintenance.
- e. Develops hard- and software needs. Prepares CAPRS and purchase requests to obtain required products and serves as I'OC for PBO, DOIM, contracting offices and other institutions involved in this procedure.
- f. Instructs DPW employees, prepares guidance and provides assistance and training for the development and use of all DIIW automated information systems, to include mini- and microcomputer, word processing application, copy machines and network.
- g. Manages accreditation program for the DPW ADP assets and forwards automation security reports to the BSB S2/S3.
- h. Maintains operation of e-mail and LAN.
- i. Accountable for hand receipt of all DPW ADP hard- and software.
- j. Implements information system security as per Army Regulation 380-19.
- k. Responsible for inventory and surveys on ADP hard- and software.
- l. Establishes and maintains procedures to automate time and distribution registers.

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PART III BASE SUPPORT BATTALION

- m. Trains office and shop personnel in usage of ADP hard- and software including IFSM, HOMES, UCAS, LAN and WWW Network and all DOS based applications within BSB.
- n. Writes and analyses programs in Dbase/Word Star/Clipper/Oracle/Informix/DOS/Unix to make ADP systems more user friendly.
- o. Orders ADP equipment supplies, distributes them and keeps record of usage.
- p. Applies industrial engineering techniques and conducts surveys to improve productivity and operations of DPW organizational elements through economical use of personal equipment and materials.
- q. Sets up and maintains local area networks within the DPW and in other installations.
- r. Provides advice to the DPW in the development of, and assists in consonance with automation directives, procedures and training programs. Performs general office services and provides automation control and reporting for the directorate. Manages the DPW automation program.
- s. Coordinates the preparation of SOOs and repetitive IJOs, and reviews them for adequacy.
- t. Responsible for the development and implementation of the IFS Activity Based Costing Module.
- u. Responsible for data collection, design and presentation of Review and Analysis meetings.
- v. Acts as COR for the DPW Copy Machines, including a map copier and a color copier. Acts as Web Master for the 280th BSB DPW webpages.

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PART III BASE SUPPORT BATTALIONS

107E. REAL PROPERTY MAINTENANCE ACTIVITY (RPMA) SUPPLY BRANCH.

TDA paragraph 107E has two parts:

107E. REAL PROPERTY MAINTENANCE ACTIVITY (RPMA). Page 63

107E. SELF-HELP STORE. Page 65

Manages the DPW supply and storage operation. Procures, receives, delivers and issues DPW materials and property to the appropriate customer. Is responsible for DPW unique materials and maintains property accountability. Operates and manages SHIP store and practices expanded self-program.

- a. Directs and controls DPW supply and storage activity, including RPMA functions, and self-help program.
- b. Evaluates recommendations and provides guidance on procedural improvements within DPW supply and storage activity.
- c. Performs inspection of DPW warehouse, holding area, shop stock and SHIP stores.
- d. Monitors warehousing operation to ensure provisions IAW AR 420-18. Provides security and safety measures within the warehouse and various stockpiling yards in the DPW compound.
- e. Monitors shop stock utilization to ensure addition/deletion from shop stock as demand dictates.
- f. Monitors stock control, reviews recurring and nonrecurring demand in support of DPW, troop and tenant activity.
- g. Monitors property disposal and reviews property excess to ensure maximum utilization.
- h. Coordinates with organization supported and other DPW activities.
- i. Coordinates financial accounting action with DPW Budget Office, and DRM.
- j. Prepares stock replenishment requisition. Reviews and audits stock replenishment requisition for quantity and validity and breaks down by source of supply.
- k. Processes request for issue, including preparation of BPA, maintaining BPA fund control records, maintaining IMPAC Card fund control records, preparation of IDT contracts, etc.
- l. Performs inspection of ordered supplies, prepares discrepancy reports and ensures that contractors meet required specifications.
- m. Finalizes orders, checks for appropriate signatures, prepares report for deficiencies, forwards to appropriate activities, such as finance and DRM.

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PART III BASE SUPPORT BATTALION

- n. Maintains IUMA catalog and posts changes to reflect latest supply item status.
- o. Manages funds and obligation authority.
- p. Verifies automated system supply and self-help entries. Prepares and distributes various reports to appropriate customers. Maintains SUPPLY 2000 software and data entry.
- q. Receiving of materials. Checks shipments, unloads material, inspects material, reconciles receipt document. Ensures materials conform with requisitions, purchase orders, and contract stipulations in terms of quality and quantity.
- r. Receives material for stock replenishment, assigns location and moves to proper storage bin.
- s. Issues material to IJO, service orders, and SHIP stores and for shop replenishment. Prepares issue documents, annotates prices and researches stock number for fringe items.
- t. Delivers and off-loads material to DRMO.
- u. Conducts physical inventories, cyclic and annual.
- v. Monitors accountability of DPW mission equipment. Verifies and coordinates equipment, TDA action, addition and deletion.
- w. Accounts for DPW-unique items.
- x. Maintains documentary control of DPW supplies.
- y. Procures, stores, picks-up and issues office supplies and equipment for the DPW organization.
- z. Issues supplies to the SHIP store.

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PART III BASE SUPPORT BATTALIONS

107E. SELF-HELP STORE.

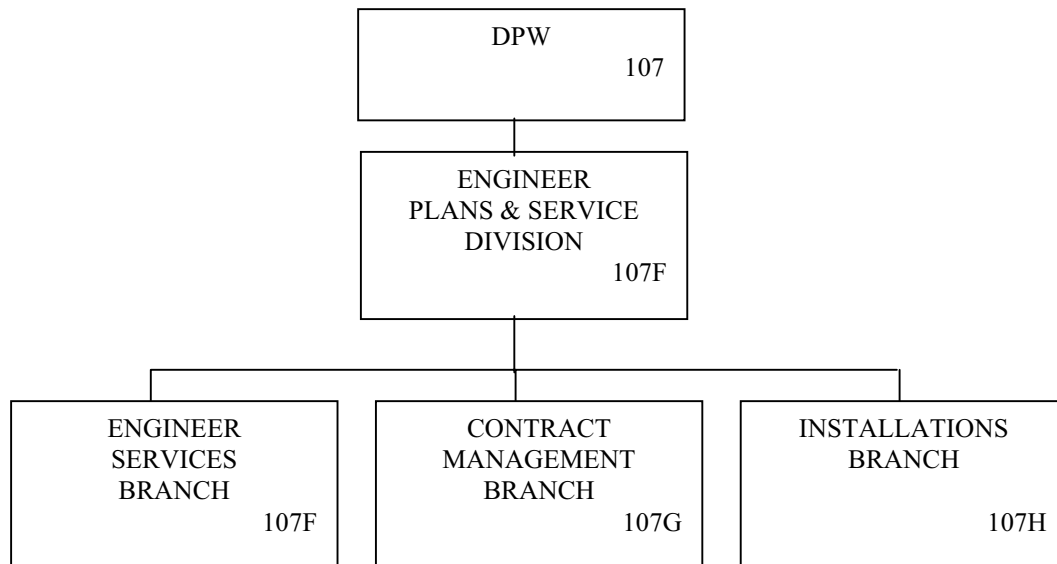
TDA paragraph 107E has two parts:

107E. REAL PROPERTY MAINTENANCE ACTIVITY (RPMA). Page 63

107E. SELF-HELP STORE. Page 65

- a. Receives supplies from RPMA, maintains stock, and issues small repair items to community members.
- b. Conducts classroom training to provide basic skills necessary to perform self help maintenance.
- c. Reviews proposed projects for feasibility of troop self help.
- d. Makes recommendations to Work Management Division.
- e. Assists in preparing plans and bills of material.
- f. Provides technical assistance and training as required.
- g. Coordinates with Job Planning/Estimating Branch when DPW in-house assistance is necessary for projects.
- h. Supplies necessary hand tools and equipment.
- i. Maintains project files.
- j. Assures return of excess materials.

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PART III BASE SUPPORT BATTALION**107F. ENGINEER PLANS AND SERVICE DIVISION.**

Manages construction projects within BSBs. Provides technical advice and assistance to the BSB Commander and BSB staff concerning construction, repair, and maintenance in facilities within the BSBs. Coordinates construction requirements. Manages maintenance and repair projects through the life cycle of each project. Prepares design drawings, specifications, and cost estimates for construction, maintenance, and repair projects. This includes OMA funded maintenance, repair and minor construction projects, NAF funded projects, AFH funded, and other reimbursable fund sources. Coordinates designs with customer units, technical experts, outside design agencies, and BSB Staff. Directs BSB master planning. Reviews the planning and programming of BSB installations, facility development and stationing plans, facility utilization, property releases, acquisition, conversion, diversion, relocation, and disposal. Coordinates planned developments with other agencies, staff proponents, master planning board, higher headquarters, and host nation authorities. Manages programs for AFH major maintenance and repair, non-specified operations and maintenance, military construction, army family housing construction projects and troop construction programs.

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PART III BASE SUPPORT BATTALIONS

107F. Engineer Plans and Services.

TDA paragraph 107F has two parts:

107F. Engineer Plans and Services. Page 67

107F. Engineer Services Branch. Page 69

Responsible for providing management and supervision to BSB engineering plans and services division. Serves as the central Point of Contact (POC) for all BSB activities responsible for planning, programming, documenting, and tracking the BSB construction projects to include all ASTs and other Directorates' requirements.

a. Directs and supervises the execution of the BSB DPW engineering and environmental projects, master planning, stationing, MCA programming, contract inspections, and related functions. Manages execution of contracts in support of planning and construction. Planning is accomplished on a continual 5-year and 20-year basis.

b. Directs and coordinates the development of the detailed comprehensive BSB contract designs, construction projects, master plans, facility utilization, and stationing plans. Determines the most effective methods for their execution.

c. Directs conduct of special studies. Programs consist of construction, renovation, repair, rehabilitation, lease, facility release, demolitions, and unit movements.

d. Establishes programs, which address issues of major significance and impact within the BSB such as command priority resource guidance, host nation requirements, ongoing contracts, and base closures.

e. Directs design and preparation of engineering products consisting of drawings, specifications, and detailed cost estimates.

f. Prepares Job Order Contracts.

g. Manages projects executed by non-BSB engineering and construction organizations. Acts as contracting officer's representative for BSB contracted engineering projects.

h. Directs a team of professional, technical, and administrative personnel engaged in accomplishment of the division's operations to include design, development, preparation, and execution of engineering and environmental contracts, master planning, facility utilization planning, stationing, and construction inspection.

i. Serves as the administrative focal point for the BSB DPW design and construction program, which includes MCA, M&R, AFH and ECP programs.

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PART III BASE SUPPORT BATTALION

j. Administers, plans and manages execution of maintenance, repair and construction contracts through design, procurement, and execution. Applies a variety of contractual tools including but not limited to Job Order Contracting (JOC), Regional Procurement (RCO), C-3 Partnering, Architect Engineering (AE contract), EUD, etc. Maintains the accurate status of all projects.

k. Translates lengthy, intricate technical and specialized material such as engineering specifications, scope of work statements, changes, modifications, etc. involving complete work processes in related and unrelated trades/craft fields. Translations are not subject to review and must be factually, grammatically, and syntactically correct and include technical and non-technical material. Translates correspondence.

l. Interprets from English into German and vice versa.

m. In coordination with other DPW staff elements develops and proposes projects, schedules, determines priorities, prepares required justifications, all necessary reports, forms, and correspondence for submission to higher headquarters. Prepares impact statements/information, justification, and approval documents as well as exception to policies.

n. Prepares procurement packages and monitors projects through procurement phase. Prepares and maintains all contract files through the life cycle of a project.

o. Prepares and reviews routine and complex correspondence IAW AR 340-15. Provides capability to effectively write, analyze, innovate, direct work activities, plan, organize, and initiate action.

p. Ensures stipulations included in AR 420-series as well as the Federal Acquisition Regulation (FAR) are followed. Applies policies and procedures related to a variety of contracting activities.

q. Uses automation and data processing systems including IFSM, ACCESS, EXCEL, Power Point, and Word, etc. to support and monitor project administration, analysis, control, and reporting. Tracks historical data.

r. Maintains BSB Project Management Database requiring continuous dialog with ASG and HQ USAREUR/EURO IMA including program update meetings and line item reviews.

s. Develops and updates requirements for annual and long range planning and programming.

t. Maintains and reviews status of projects, expedites executions, determines problem areas, observes limitations and obtains necessary approvals.

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PART III BASE SUPPORT BATTALIONS

u. Establishes and maintains liaison with other elements such as Corp of Engineers, higher headquarters, contractors (in coordination with the COR), and business firms as well as other outside agencies such SHBA.

v. Coordinates financial accounting action with DPW Budget office and DRM. Prepares all commitment and financial documents, reviews and keeps records of all billing documents. Ensures contracts are within statutory and regulatory cost limitations.

w. Prepares for meetings, conducts design phase meetings. Gathers information, organizes, prepares briefing charts/slides and practices presentations.

x. Monitors projects during execution. Assists COR in keeping projects on schedule, prepares contract progress reports, and assists with the preparation of contract modifications. Ensures timely submission of DD Form 1354's by the construction agency to the Real Property Accountable Officer to document additions to real property records.

y. Administers and maintains warranty program for each completed project. Informs DPW division chiefs for required inspections and collects results for further action and project file.

z. Prepares and finalizes contract documentation for JOC Delivery Order signature. Negotiates Task Orders for EUD and/or Ordering Officer to the point of final order.

107F. Engineer Services Branch.

TDA paragraph 107F has two parts:

107F. Engineer Plans and Services. Page 67

107F. Engineer Services Branch. Page 69

Provides engineering, technical support, and drafting services for all the BSB construction projects.

a. Responsible for the design of Delivery Orders for Job Order Contracting (JOC), RCO specifications, C-3 Partnering scope of work, IDT Contracts etc. for various M&R and minor construction projects. Coordinates designs with using agency and DPW organizational elements.

b. Prepares designs including: site visit with USER, detailed cost estimates, design meetings at the various stages to ensure user requirements as well as cost limitations are on track. Prepares sketches for draftsmen.

c. Applies German, US, and Military standards applicable for construction, repair, and maintenance.

d. Uses directed automation and data processing systems.

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PART III BASE SUPPORT BATTALION

- e. Ensures safety & health, security, fire prevention regulations, environmental, energy conservation, VOB, DIN standards, BGB, and similar regulation, legal requirements and stipulations are adhered too.
- f. Serves as the sole point of contact for all designs, changes, reviews of projects executed within the BSBs. Serves as local project monitor and point of contact for 98th ASG, EUD, SHBA, BVA, Bahn AG, Landratsamt, City officials, etc.
- g. Monitors A/E contractors, and coordinates with other agencies on design projects and engineering studies.
- h. Provides technical assistance to the contracting officer (KO) in the selection of materials, construction methods and project supervision beyond the capability of the Inspection Branch.
- i. Prepares scopes of work for all community projects, designed by EUD, SHBA, and/or A/E firms as required.
- j. Prepares engineering design modifications/change orders to awarded M&R or minor construction contracts as required.
- k. Represents community at design conferences on projects executed by EUD, SHBA or other construction agencies.
- l. Accomplishes engineering field survey for construction work.
- m. Provides technical assistance in cost estimates to other DPW elements on complex engineering problems.
- n. Validates user-requested scope of work to ensure it meets minimum essential requirements.
- o. Evaluates alternate proposals of prospective bidders and reviews independent government estimates in comparison with low offers reached by the contracting officer.
- p. Reviews all plans and specifications submitted by other agencies for projects executed within the BSB.
- q. Provides engineering review of as-built drawings, manuals and other descriptions and/or data for newly completed projects.
- r. Reproduces and maintains installation, facilities maps, and project as built drawings.
- s. Receives as built drawings of real property facilities. Updates files and issues copies of plans of real property facilities.

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PART III BASE SUPPORT BATTALIONS

t. Operates and maintains automated mapping database (CADDs – Computer Aided Design Drafting System) for all installation sites and utility maps and plans. Updates, prepares with manual drafting, building floor plans and sketches.

u. Prepares preliminary and final scale drawings for all projects.

v. Develops complete layouts with supporting detail drawings of buildings, structures, systems, or equipment. Prepares detail drawings with plans, elevation and cross section views as appropriate.

w. Designs layouts and drafts statistical charts for various purposes.

107G. Contract Management Branch

Responsible for providing construction inspection and coordination services for all the BSB projects.

a. Serves as Contracting Officer Representative (COR) for all BSB projects accomplished by direct Contracting.

b. Furnishes technical assistance to the Contracting Officer. Ensures compliance with the technical requirements of the contract. Ensures receipt of all deliverables. Inspects and accepts services and/or construction required by the contract. Maintains detailed records of contractor's performance. Certifies invoices and receiving reports.

c. Refers contractor disagreements or deficiencies in writing to the Contracting Officer for resolution if deficiencies are not corrected after due notice by the COR to the contractor.

d. Conducts and documents technical in-progress and final acceptance inspections of projects to ensure performance meets specified standards. Establishes and maintains an acceptable quality control system for each contract. Processes invoices for work correctly accomplished.

e. Conducts pre-construction and in progress review conferences as required for all contracts within the BSBs issued by the Procurement Office, local JOC contracts, A/E, EUD, SHBA, and ensures participation by the contractor and user, and informs the Contracting Officer.

f. Supervises in-process and final acceptance inspections of contract construction to assure adequate performance for all projects executed within the BSB. This includes maintenance, repair as well as minor construction projects.

g. Accomplishes all technical inspections of contract work as required, except where an engineer is required.

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PART III BASE SUPPORT BATTALION

h. Maintains close liaison with resident engineers on those projects under contract by EUD. Serves as local point of contact for AST Commander, 98th ASG, SHBA, Bundesvermoegensamt, Landratsamt, Bahn AG, etc. NOTE: At the 417th this function is done in the Engineering Services Branch.

i. Conducts formal official pre-construction conferences as required for all contracts administered by the branch and informs the KO. Represents BSB DPW in negotiations and assists/advises the Contracting Officer and Ordering Officer.

j. Conducts weekly construction meetings with members of various construction agencies including SHBA, BVA, EUD and the USER. NOTE: At the 417th BSB this function is performed in the Engineer Services Branch.

k. Supervises and conducts follow up action to ensure correction of all contract and construction deficiencies on facilities recently completed and accepted; as a minimum, this includes establishing and maintaining a viable warranty program and performance of periodic warranty inspections. NOTE: individual warranty inspections are carried out by the Technical Divisions, B&G and Utilities as needed.

107H. INSTALLATION BRANCH.

MASTER PLANNING

Directs BSB Master Planning. Planning and programming of BSB's installation/facility development and stationing plans, facility utilization, property releases, acquisition, conversion, diversion, relocation, and disposal. Coordinates planned developments with other agencies, staff proponents, master planning boards, higher headquarters, and host nation authorities. Program Manager for Operations and Maintenance Army (OMA), Military Construction Army (MCA), Non-Appropriated Fund (NAF) construction, Unspecified Minor MCA (UMMCA) Army Family Housing (AFH) construction, Barracks Upgrade Program (BUP) and other project programs which impact the installation Master Plan.

a. Develops, maintains and evaluates master planning documentation (narratives, maps, and plans and databases that record the status and planned development of US controlled property assets).

b. Evaluates facility requirements to support present and future missions, and manages the disposition/assignment of assets based on Army standards.

c. Advises senior commanders, staff or agency directors, and BSB Commanders on the status of installation developments, regional planning proposals, stationing actions, and facility utilization/disposition changes.

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PART III BASE SUPPORT BATTALIONS

d. Conducts BSB Master Planning Boards and advises the members on the establishment and integration of priorities for AFH, AFH-C, MCA, UMMCA, Major Barracks Renovation and OMA programs. Informs the board of all developments affecting the Master Plan and prepares the minutes of the meetings.

e. Develops the detailed supporting project documentation for major construction, facility repair, alteration and/or modernization requirements under MCA, UMMCA, OMA, AFH, NAF, and other funding programs. Represents BSB project requirements to the ASG and HQ USAREUR/EURO IMA for inclusion in the major funding programs. Centralizes all program management to ensure uniformity in the development of project lists and the prioritization processes.

f. Maintains and updates facility requirements in the Real Property Planning and Analysis System (RPLANS). Extracts reports from the central RPLANS database to support master planning proposals and facility utilization studies.

g. Coordinates, maintains and updates the Army Stationing Installation Plan (ASIP) to reflect adjustments in the nomenclature, titles and personnel strengths of assigned units and agencies. Extracts reports from the central RPLANS database to support master planning proposals and facility utilization studies.

h. Serves as the single point of contact for the Installation Status Report (ISR) Part 1, Infrastructure. Provides training to assigned facility inspectors, collects completed inspection worksheets, performs quality control checks and inputs the data into the ISR database. Prepares reports, briefs the BSB Commander on the results of the surveys and submits the data to the ASG for integration.

i. Prepares facility utilization studies. Analyzes user requirements, facility allowances and current space allocation to establish alternatives for the realignment and fair distribution of assets. Coordinates the studies with appropriate BSB staff elements and presents documentation to the BSB Commander for approval.

j. Reviews work order requests and project proposals to ensure compliance with the BSB Master Plan.

k. Monitors BSB management of installation real property.

l. Reviews BSB Integrated Facilities Systems Management (IFSM) databases for accuracy of information reported and extracts data for review and analysis.

REAL PROPERTY BRANCH

This branch is responsible for management and accounting of all real property assets within the BSB. To include, responsibility for maintaining the community master plan and according stationing actions within the BSB area.

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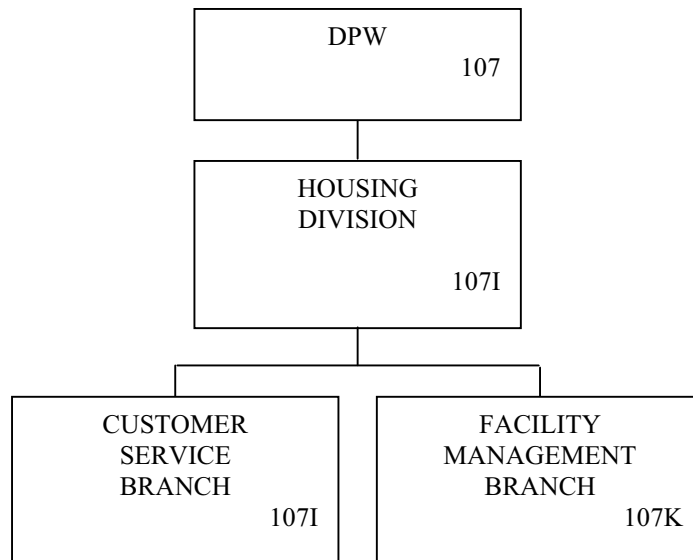
- a. Develops, maintains, updates, and submits to the ASG the HQ IFS Real Property Inventory database and ENGBASE.
- b. Serves as consultant on all matters pertaining to real property, advises appropriate BSB activities, tenant customers of facilities acquisition, disposal, assignment, space utilization reporting, and record-keeping requirements. Policies and procedures for the acquisition of real property (AR 405-10), (AR 140-475) Real Estate Selection, and Acquisition Criteria. Coordinates with the Corps of Engineers for acquisition of facilities when mobilization required.
- c. Reviews and prepares documentation, and makes recommendations to higher headquarters on all requests for diversion or conversion on real property originating within the community. Prepares and maintains all required reports on Army-controlled real property and its use. Reviews the installation's Annual Real Property Utilization Survey in accordance with AR 405-70.
- d. Conducts real property and space utilization inventories as required by Army regulations.
- e. Reviews and recommends approvals on all requests for lease, lease renewals, easements, acquisitions, and disposal of land, buildings, and other facilities. Develops special use conditions for out granting inclusions in reports of availability for lease, easement, permit license and consent agreements in accordance with AR 405-80.
- f. Maintains community installation/facilities plans and site maps. Maintains automated mapping database (CADDs – Computer Aided Design Drafting System) for all installation sites and utility maps and plans. Using manual drafting updates and prepares building floor plans and sketches. Operates and maintains CADD equipment for design and planning functions.
- g. Compiles and maintains data for housing facilities by type of construction, year built, size, location, layout, existing utilities and availability of utility metering devices, government owned appliances and other significant features such as type of fixtures, floors, heating/cooling systems, roofs, and other structural elements.
- h. Serves as liaison with USAREUR/EURO IMA Real Estate Agency Field Offices and German Real Estate Agency (BVA) Offices and Finanzbauamt. Interpret real estate agreements and regulations to identify real property maintenance responsibilities for customer. Provide information as installation representative in response to inquiries from the Department of the Army, USAREUR/EURO IMA, host nation, and the general public.
- i. Responsible for Base Closure real property issues and facility residual value.
- j. Use directed automated systems to provide work and/or project status.
- k. Assumes real property facility use management IAW USAREUR/EURO IMA Reg 405-15.

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PART III BASE SUPPORT BATTALIONS

- l. Performs documentary control of real property activities including transfer forms, licenses, permits, leases, easements, etc.
- m. Directs and reviews inspections of reported damage to housing facilities, determines liability for damages and takes appropriate action. Initiates reports of survey, statements of charges and cash collection actions.
- n. Writes programs to provide customized reports from databases for divisions and other organizations. Write and modifies programs to optimize real property reports of backups and batch processing.
- o. Prepares Record of Environmental Consideration when an action qualifies as categorical exclusion IAW AR 200-2.
- r. Supports Contractors, BSB units, and higher HQ's, BSB personnel with records, floor plans and sitemaps.
- s. Maintains contracts for Surfaced Areas, Railroads, and Associated Structures IAW AR 420-72.
- t. Responsible for knowledge of land and sensitivity to pertinent social, ecological, economic, political, and financial trends on realty market and vice versa.
- u. Prepares DA Form 337-Request for Approval of Disposal of Buildings and Improvement (AR 405-90 and AR 420-70) including supporting documents.
- v. Provides real property statistical data to other organizations of the installation as required (e.g., the Energy Report, Unconstrained Requirements Report, Annual Work Plan, comptroller reports, and concise studies as required).
- w. Provides definition of equipment in-place versus installed building equipment IAW AR 420-17.
- x. Ensures BSB policies and proceeding going facilities and facility use are in accordance with the NATO SOFA and Germany supplementary agreement.

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PART III BASE SUPPORT BATTALION**107I. HOUSING DIVISION.**

Provides centralized management of all housing functions of the BSB to include housing requirements; programming; budgeting; facilities, operations and maintenance; off-post referral services; billeting function pertaining to the assignment of all quarters; maintenance of furniture and furnishings hand receipts for military housing and Unaccompanied Personnel Housing (UPH); control and execution of the Government Rental Housing Program (GRHP), and long term leasing program.

- a. Provides centralized management and administration of all community housing functions.
- b. Plans and executes the community's centralized housing management operations and activities by implementing appropriate Army regulations and other policy guidance established by higher headquarters.
- c. Formulates local policy and procedures to accomplish the missions of the housing division.
- d. Determines housing requirements and develops current and long range programs for construction, utilization, operation, maintenance, and disposal of housing assets.
- e. Reviews and analyzes housing operations, directs conversions and diversions, monitors inventory and utilization, and advises the BSB commander or his representative on the housing activities on- and off-post.

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- f. Exercises technical supervision over the planning, programming, development, execution, and review and analysis of housing activities.
- g. Provides non-discriminatory housing referral services for off-post housing to include acquisition of dwelling units and contract services. Determines availability and solicits housing assets from local communities.
- h. Operates, maintains, and furnishes Single Officer's Quarters (SOQ), and Senior Enlisted Quarters (SEQ); maintains barracks utilization data and authorizes SNAs, if applicable.
- i. Represents the community on housing policy and planning matters, and executes the Federal Equal Housing Opportunity laws and programs.
- j. Performs and develops special projects as required and administers the installation housing management career program.
- k. Reviews all contracts for services and supplies relating to housing programs.
- l. Directs and coordinates the activities of the housing organization.
- m. Ensures maximum use of housing resources, manpower, funds and existing housing facilities. Receives funding based on occupied family housing dwelling units.
- n. Establishes current and future programs and provides priorities and guidance for operation, maintenance, repair, alterations, minor construction, acquisition, and disposal of government-owned or leased family housing units.
- o. Carries out financial management policy and procedures; plans, develops, coordinates and executes long range and current programs and budgets; reviews and analyzes the financial program.
- p. Initiates and reviews property management policy and establishes short and long range programs for maintenance and repair, replacement, or acquisition of furnishings. Provides and maintains accountability, programming, budgeting, quality control storage, issue, and turn-in of all family housing and UPH furnishings; schedules, conducts and monitors inventories; monitors all family housing Reports of Survey.
- q. Maintains Cost Control for operation and maintenance of general and flag officers' quarters.
- r. Manages, controls and executes the GRHP; is designated contracting office for acquisition and disposal of single family housing units with authority to enter into, administer, and terminate real estate contracts with appropriated funds.

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s. Establishes and implements procedures for maintaining and repairing GRHP units and to track cost data for each GRHP lease, including rent and utility payments, M&R costs and claims; signs contracts and amendments; assures current FY funds for paying contract obligations are available and that payments to the landlord are made.

t. Directs, manages, operates and executes the community's long-term-leased housing program, assesses the need, programs requirements, acquires suitable objects, maintains and operates leased facilities and disposes of when requirement ceases.

u. Oversees implementation of AFH program and budget guidance, the development and preparation of housing budget to include minor construction, operation, and maintenance, and family and bachelor leased housing and GRHP activities, and planning for long range program requirements, including resource forecasting. Establishes program management guidelines.

PROGRAM & BUDGET SECTION (*consolidated with ERMD at the 417th BSB*)

a. Develops current year financial plan, monitors utilization and redistribution of funds as necessary. Reviews fund requirements, justifies additional funds and declares excess funds to higher headquarters.

b. Plans, directs, and administers the technical and procedural aspects of budget formulation, presentation, execution and related financial management functions. Formulates, develops and justifies all budget requirements.

c. Compiles data relative to manpower utilization, program accomplishment and UFR. Analyzes and evaluates data, prepares projections of future budgetary requirements, reviews and consolidates estimates and assesses validity. Consolidates and updates budget package for submission and justifies increases/decreases in fund requirements to higher headquarters.

d. Monitors and executes the entire process of fund control, including planning, forecasting and management control over expenditures. Prepares plans for utilization of available funds, maintains current status of the commitments/obligations to preclude over obligations.

e. Provides for on-going review and analysis of cost and program performance, determines appropriateness of distribution of funds. Coordinates the budgeting, programming and analysis of the housing operation and maintenance with DPW, DRM and MACOM.

f. Instructs the housing manager and staff of matters pertaining to manpower requirements and organization problems.

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PART III BASE SUPPORT BATTALIONS

g. Prepares and submits special and recurring financial reports, COB, RMP; attends meetings and conferences pertaining to financial and manpower management. Determines fund allocations for reimbursable services to supporting agencies. Prepares Purchase Requests.

h. Performs duties as IMPAC Card holder to facilitate local purchases.

AUTOMATION SUPPORT SECTION

Executes the BSB Housing automation initiatives and programs. Provides input during development/upgrading of the Housing Operation Management System (HOMES), USAREUR/EURO IMA Communication Automation System (UCAS) and BSB automation initiatives and programs. Develops and analyses computer programs for increasing the productivity of the Housing workforce. Responsible for proper function of all automated equipment and networks and ADP security in accordance with AR 380-19. Implements USAREUR/EURO IMA imposed automation requirements and prepares specific automation plans for the Housing Division. Supervises all automated data processing activities for the Housing Division.

a. Serves as System Administrator for the Housing Division's LAN and MS-Exchange Server, HOMES, UCAS and PC based programs.

b. Modifies hardware and software configurations to accommodate new requirements and/or resolve system or software failures. Writes programs to provide customized reports from databases for the Housing Division. Develops basic database and utility programs using various standard-programming languages to further automate Housing functions.

c. Conducts studies in methods, organization, and operational improvement of ADP support.

d. Coordinates and implements the development and use at Housing automated local management information systems, including telecommunications.

e. Plans, schedules and coordinates all necessary maintenance and repair work on servers and workstations.

f. Instructs Housing employees, prepares guidance and provides assistance and training for the development and use of all Housing automated information systems.

g. Serves as Information System Security Officer for the Housing Division and implements and manages an effective Information System Security IAW AR and UR 380-19.

h. Plans, coordinates and orders new hardware and software. Distributes hardware and software and keeps record of usage.

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PART III BASE SUPPORT BATTALION

LEASED HOUSING SECTION

Plans, programs and executes the community's leased housing program, the distribution and coordination of lease allocations by categories and bedroom requirements, preparation of accommodations program request. Assesses the needs and program requirements for leased housing.

- a. Determines requirements for leased housing through Family Housing Action Plan in coordination with other housing branches.
- b. Maintains records on each leased contract to ensure compliance with contract provisions. Evaluates requests for rental increases.
- c. Locates units suitable for government leasing, determines suitability through physical inspections, coordinates inspections of facilities with real estate agency for acquisition. Collects and compiles data required for preparation of USC Title 10 submission.
- d. Coordinates with the other agencies on acquiring leases, the progress of negotiations between parties, and solves problems as they arise.
- e. Determines work responsibility between landlords and US Forces for repair of damages.
- f. Participates in meetings and conferences with owners, prospective builders, DPW engineers, real estate representatives, and members of other agencies.
- g. Prepares and submits leased housing RPODs, status, program and cost reports.
- h. Prepares economic analyses for leases exceeding threshold.
- i. Coordinates leased housing maintenance and repair requests; coordinates with Contracting Officer in case of violation of contract provisions.
- j. Coordinates inspections before and upon termination of lease. Initials corrections of deficiencies prior to return of dwelling unit to owner and executes the GRHP; implements GRHP policies and procedures.
- k. Manages the GRHP budget; ensures that the cost of GRHP units do not exceed BAH of GRHP occupants' entitlements (individually and cumulative); processes GRHP claims.
- l. Ensures timely payment of rent and utilities; ensures GRHP lease contract is complete with all necessary documentation, and that correct execution is in the best interest of the United States; administers the lease, including preparing amendments and changing rent or other terms and conditions; document agreements and modifications to ensure compliance and to avoid disputes between contracting parties; adjudicate and settle claims.

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PART III BASE SUPPORT BATTALIONS**107J. CUSTOMER SERVICE BRANCH.**

Manages all Government controlled family housing units so that all authorized personnel are adequately housed. Determines current and long range family housing analysis of family requirements. Reviews preventive maintenance programs and conducts review and housing costs. Maintains inventory of government-controlled housing and real property serving family housing. Maintains utilization records and prepares reports. Performs assignment, pre-termination and termination inspections. Inspects and verifies completion of work requirements. Responsible for assisting authorized personnel in locating suitable private rental housing units and for ensuring that local landlords do not violate U.S. Army policy of non-discrimination. Responsible for maintaining listings of private rental housing assets, and coordinating with local economy officials for assistance in obtaining additional listings.

- a. Plans and executes the community's Family Housing and Housing Referral program, performs reallocation studies.
- b. Determines current and long range Family Housing and Housing Referral requirements. Recommends diversion/conversion; establishes fund requirements for inclusion in the AFH budget.
- c. Updates UCAS-HOMES interface. Maintains waiting lists, records, and files of sponsors applying for and occupying Government-controlled housing
- d. Notifies sponsors in advance and makes quarters' assignments.
- e. Prepares monthly, quarterly, semiannual, and annual reports concerning housing utilization and inventory.
- f. Prepares impact statements/information about requests for exceptions to policy.
- g. Processes assignment and termination documents; executes and monitors the Government contract cleaning program; schedules maintenance and cleaning.
- h. Maintains inventory records of Government-controlled FHSG, LH, and other real property exclusively servicing FHSG.
- i. Coordinates FHSG requirements with the other branches and assigns stairwell, building, and area coordinators. *At the 235th BSB, this function is performed by the AST*
- j. Conducts pre-termination, termination and assignment inspections; determines required repair and maintenance deficiencies in facilities and condition of furnishings, and if necessary, coordinates repair and/or replacement.

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PART III BASE SUPPORT BATTALION

k. Prepares forms necessary for physical inventory of furnishings; records maintenance and repair deficiencies to be performed by engineer element; and charges against occupants, if applicable.

l. Coordinates and provides information to finance and personnel offices.

m. Determines loss of eligibility for Government quarters and takes appropriate termination actions.

n. Ensures high utilization rate of government housing. Determines eligibility for statement of non-availability, issues statements of non-availability to command-sponsored and joint domicile personnel.

o. Advises/assists sponsors in preparing, processing, and coordinating TLA applications for family member movement and concurrent travel.

HOUSING REFERRAL SERVICES (HRS). CUSTOMER SERVICE BRANCH

Responsible for assisting authorized personnel in locating suitable economy housing units and for ensuring that local landlords do not violate U.S. Army policy of non-discrimination. Responsible for maintaining listings of economy housing assets, and coordinating with local economy officials for assistance in obtaining additional listings.

a. Plans and executes the community's housing referral programs.

b. Continually seeks additional housing listings. Reviews daily and/or weekly new media to obtain economy housing listings. Places newspaper advertisements and uses other means to attract landlords.

c. Conducts economy housing cost data surveys.

d. Briefs incoming personnel and provides up-to-date information about economy housing availability, procedures of HRO operations, and obligations and requirements of residing off-post.

e. Obtains and provides information for housing requirements, maintains records and waiting lists for economy units.

f. Instructs landlords in the non-discrimination policy of the commander, to eliminate the possibility of future problems; pursues complaints of discrimination and recommends restrictive sanction actions. Briefs landlords on HRO mission, Army requirements, housing policies, etc.

g. Inspects economy quarters before acceptance for listings and on assignments and terminations.

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PART III BASE SUPPORT BATTALIONS

- h. Sets appointments and meets with landlords and sponsors to resolve problems and complaints, physically accompanies individuals or sponsors to prospective rentals for contract signing, in- and out inspections, and furnishings inspections.
- i. Advises/assists sponsors in preparing, processing, and coordinating TLA applications for family member movement and concurrent travel. *Not at 280th BSB*
- j. Prepares and maintains handouts for DOD personnel, commanders, and landlords.
- k. Assists DOD personnel with Relocation Services and PCS House Express.
- l. Prepares and submits housing referral reports as required; maintains DEROS files of economy housing occupants in HOMES.
- m. Determines eligibility for overseas housing allowance and moving in housing allowance. Initiates overseas housing allowance procedures, verifies entitlement for payment, and submits documents to finance office.
- n. Assists non-command-sponsored, unaccompanied/single personnel in obtaining a UPH statement of non-availability when authorized.
- o. Assists landlords and tenants in negotiating rental contracts, rental refunds, settlement of charges due for damages and arranges for utility meter readings.
- p. Advises and assists minority applicants in registering valid complaints of discrimination. Reviews unfair and unethical business practices.
- q. Administers and executes the GRHP; implements GRHP policies and procedures. *Not at 280th BSB*
- r. Manages the GRHP budget; ensures that cost of GRHP units do not exceed BOQ and OHA of GRHP occupants' entitlement (individual and cumulative); processes GRHP claims. *Not at 280th BSB*
- s. Ensures rental rates and lease terms are fair and reasonable according to local market conditions.
- t. Ensures timely payment of rent and utilities; ensures the GRHP lease contract file is complete with all necessary documentation and that contract execution is in the best interest of the United States. Administers the lease, including preparing amendments and changing the rent or other terms and conditions, document agreements and modifications to ensure compliance and to avoid disputes between contracting parties. Adjudicate and settle claims. *Not at 280th BSB*

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PART III BASE SUPPORT BATTALION

u. Assists sponsors in financial matters (i.e., utility bills, rental payments and disputes, telephone bills); provides translator services and answers questions on host nation rental laws, termination of contracts, out processing, furniture support and concurrent or deferred travel assistance.

**UNACCOMPANIED PERSONNEL HOUSING OFFICE (UPH).
CUSTOMER SERVICE BRANCH.**

Provides for the community-billeting program to effect proper utilization of Government-controlled unaccompanied personnel housing (officer and enlisted). Formulates policies, plans, and regulations necessary for local implementation of the UPH program. Conducts inspection of quarters prior to making assignments.

- a. Manages the community's UPH programs.
- b. Formulates the policies, plans, and guidance necessary for local implementation of the UPH programs. Investigates, plans, programs, coordinates and monitors all maintenance, repair, modification, rehabilitation, improvement and new construction projects for UPH.
- c. Interviews incoming personnel, briefs prospective occupants, and assigns and terminates personnel of UPH.
- d. Except for soldiers quarters, conducts pre-terminations, termination, and assignment inspections, and verifies completion of work requirements.
- e. Determines requirements, develops justification plans, and programs for off-post UPH contract requirements. Identifies and justifies M&R and improvement requirements and submits work requests accordingly.
- f. Except for soldiers quarters, counsels tenants on standards and policies and acts as grievance arbitrator concerning Government-controlled housing (UPH) conditions.
- g. Maintains and analyzes inventory record and utilization data. Maintains individual records, waiting lists, work order files, and occupants; financial entitlement documents.
- h. Prepares reports and implements directives on the allocation and use of UPH.
- i. Issues certificates of non-availability of UPH and mess.
- j. Plans for budgetary needs and construction projects to meet UPH needs.
- k. Studies construction plans and forecasts of military strength. Analyzes data, and suggests changes based on local needs.

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PART III BASE SUPPORT BATTALIONS

l. Conducts surveys to determine requirements, identifies adequacy, justifies utilization and occupancy, and submits requests for diversion/conversion adjustments.

m. Performs physical inventories, determines deficiencies and coordinates/requests correction. Prepares forms necessary for physical inventory of furnishings. Records M&R deficiencies to be performed by engineer elements or contractor, and makes statements of charges against occupants, if applicable.

n. Coordinates furnishings requirements with Furnishings Management Branch.

o. Provides Program and Budget Branch necessary data for inclusion in appropriated and non-appropriated fund budgets.

p. Conducts requirements survey used for acquisition, modernization and leasing of UPH facilities, develops program and projects accordingly.

107K. FACILITIES MANAGEMENT BRANCH.

TDA paragraph 107K has two parts:

107K. FACILITIES MANAGEMENT BRANCH. Page 85

107K. FURNISHINGS MANAGEMENT BRANCH (CFMO). Page 88

Responsible for the planning, programming, coordinating, and monitoring of projects for the maintenance repair, modification, rehabilitation, improvements, and minor and major construction. Reviews project cost for housing facilities. Provides the annual and long range maintenance, repair, and improvement work plan. Directs the community's leased housing program for families to include management, operation, and assistance in the acquisition of leased assets. Assesses the needs and program requirements for leased housing. Evaluates requests for rental increases. Responsible for coordinating maintenance, repair, and operation of leased housing. Develops the family housing portion of the community master plan.

a. Investigates, plans, programs, coordinates and prepares Economic Analysis and 1391 Forms in conjunction with the EP&S, and monitors all maintenance repair, modification, rehabilitation, improvement, and new construction projects for family housing.

b. Conducts housing studies and compiles data to determine feasibility of major and minor maintenance, repair, modification, rehabilitation, improvements, and new construction.

c. Analyzes existing facilities in terms of past, present, and future maintenance costs, conditions, and requirements.

d. Compiles, and maintains such data as type of construction, year built, size, location, layout, existing utilities and measuring device, government owned appliances and other significant features such as type of fixtures, floors, heating/cooling system, roofs, and other structural elements.

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PART III BASE SUPPORT BATTALION

e. In coordination with the other DPW staff elements, develops and proposes projects, schedules, determines priorities, prepares cost estimates and required justification, prepares all necessary sketches, maps, reports, forms, and correspondence for submission to higher echelons.

f. Develops and updates requirements for annual and long range planning and programming, coordinates engineer requirements and backlog for COBE and other financial documents.

g. Prepares a time-phased program for execution of operation and maintenance requirements, maintains and reviews status of projects, determines problem areas, observes limitation and obtains necessary approvals.

h. Establishes and maintains liaison with the other DPW elements, Corps, or Engineers, higher headquarters, contractors (in coordination with COR), and business firms.

i. Monitors all service orders, and projects done in-house and by contract. Assures problem resolution. Verifies completion and quality of work by review of job orders and on-site inspections. Monitors execution of projects in progress to facilitate completion and ensure timely assignment of completed quarters.

j. Maintains work order records. Initiates, schedules, prioritizes, coordinates, monitors, makes technical determination of work requests and the accountability of work accomplishment in-house or by contract for statutory and regulatory cost limitations, and to ensure satisfaction and meeting all requirements.

k. Initiates all maintenance, self-help, and new work orders and approves all work orders within approval limitation.

l. Approves or disapproves occupant requested maintenance, improvement, construction, and installation of privately-owned appliances or fixtures.

m. Directs, and reviews inspections of reported damage to facilities, estimated costs of repair or replacement, determination of liability for damages and appropriate action.

n. Represents and advises the Chief, Housing Division on all matters pertaining to construction, planning, designing, and maintaining housing facilities.

o. Maintains unconstrained requirements lists.

p. Observes utility consumption and cost trends required for utilities conservation.

q. In coordination with ERMD, compares and analyzes man-hour and material costs expended against estimates.

r. Ensures minimum downtime of family housing units.

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PART III BASE SUPPORT BATTALIONS

- s. Monitors the cost reduction program for the family housing manager.
- t. Prepares and monitors service contracts and maintenance between occupancy including COR, inspections, coordination and Ordering Officers' duties.
- u. Ensures that leased housing receives equal maintenance support.
- v. Plans and executes the community's leased housing program.
- w. Determines requirements for leased housing through FHRS in coordination with other housing branches.
- x. Maintains records on each leased contract to ensure compliance with contract provisions. Evaluates requests for rental increases.
- y. Locates units suitable for government leasing, determines suitability through physical inspections, coordinates inspections of facilities with real estate agency for acquisition. Collects and compiles data required for preparation of USC Title 10 submission.
- z. Coordinates with the other agencies on acquiring leases, the progress of negotiations between parties, and solves problems as they arise.
- aa. Participates in meetings and conferences with owners, prospective builders, DPW engineers, real estate representatives, and members of other agencies.
- ab. Coordinates leased housing maintenance and repair requests; coordinates with Real Estate Contracting Officer in case of violation of contract provisions.
- ac. Monitors maintenance and repair costs on leased housing units, identifies high cost areas and determines desirability for continuations of lease.
- ad. Coordinates inspections before and upon termination of lease. Initials correction of deficiencies prior to return of dwelling unit to owner.
- ae. Prepares and submits leased housing RPODs, status and program and cost reports.
- af. Analyzes existing family housing facilities in terms of past, present, and future maintenance cost, condition and requirements.
- ag. Performs inspections of reported damage to housing facilities. Determines liability for damages and takes appropriate action. Initiates reports of survey, statement of charges, and cash collection.
- ah. Prepares economic analyses for leases exceeding threshold.

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PART III BASE SUPPORT BATTALION

107K. FURNISHINGS MANAGEMENT BRANCH (CFMO)

TDA paragraph 107K has two parts:

107K. FACILITIES MANAGEMENT BRANCH. Page 85

107K. FURNISHINGS MANAGEMENT BRANCH (CFMO). Page 88

Directs, plans, develops, organizes, coordinates, controls and executes the FHSG and UPH furnishings program, to include Government-owned, government-leased, privately rented and GRHP quarters and soldiers' quarters. Responsible for management, accountability, programming, budgeting, replacement, initial issue, warehousing, distribution, and disposal of all community family and UPH furnishings, equipment and supplies. Controls and executes the receipt, storage and distribution of furniture and equipment (F&E) to authorized personnel and/or activities.

- a. Manages all government-owned furnishings and appliances used in government-controlled, GRHP and privately leased housing and UPH.
- b. Develops and implements standing operating procedures for AFH, and UPH furnishings management.
- c. Plans and programs for the control, storage, handling, distribution, maintenance, replacement, repair and disposition of furnishings and equipment.
- d. Manages the requisition, receipt, storage, inspection, classification, maintenance, repair, and issue of furnishings and equipment.
- e. Establishes and maintains records and statistical data of inventory, condition, and utilization of assets, programs, budgets, and funds moving and handling cost. Acts as ordering authority for procuring local drayage contract.
- f. Compiles and analyzes statistical data on utilization of furnishings and prepares feeder reports required by higher headquarters to identify additional needs/overage.
- g. Maintains hand receipts for UPH and FHSG furnishings inventories.
- h. Provides guidance for physical control of property.
- i. Prepares and maintains property accountability documents, waiting lists, hand receipts, transfer, adjustment, issue, and disposal of furnishings.
- j. Processes and prepares documents for equipment under domestic appliance contract.
- k. Participates in meetings, seminars, and conferences with staff, activities, and other agencies involved in the procurement, transportation, requisition, utilization, maintenance, repair, and disposition of housing furnishings.

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PART III BASE SUPPORT BATTALIONS

- l. Operates storage facilities for the furnishings inventory.
- m. Receives, conducts, inspects for condition, classifies, warehouses, safeguards, preserves, and issues housing furnishings.
- n. Prepares or annotates correct data on furnishings storage-related documentation.
- o. Assigns furnishings storage location, performs location survey and stock location deletions, and performs annual, cyclical or special inventories.
- p. Performs in-storage maintenance and rotates stocks by issuing oldest stock first.
- q. Selects and prepares furnishings for shipment, coordinating transportation activities to accomplish rapid filling of valid furnishings requests.
- r. Controls the loading and unloading, delivery and pickup of furnishings, operates and maintains material handling equipment and trucks in accomplishing assigned warehousing and movement functions.
- s. Ensures that stocks of furnishings are maintained in serviceable condition for use by authorized occupation.
- t. Serves as a single point of contact for repair of family housing and troop units' government owned appliances. Initiates work requests telephonically to contractor; schedules appointments and monitors completion of work. Places orders for spare parts and takes responsibility for the distribution. Maintains Service Order control register. Prepares and processes documents for appliances repair. Provides monthly reports to DPW.

PART III BASE SUPPORT BATTALION

107L. ENVIRONMENTAL MANAGEMENT OFFICE.

Plans, directs, implements, enforces, and supervises the community-wide environmental program. Provides for the preparation and review of environmental assessment and impact studies. Ensures that the community is in compliance with final Governing standards for Germany (FGSG) and host nation environmental laws.

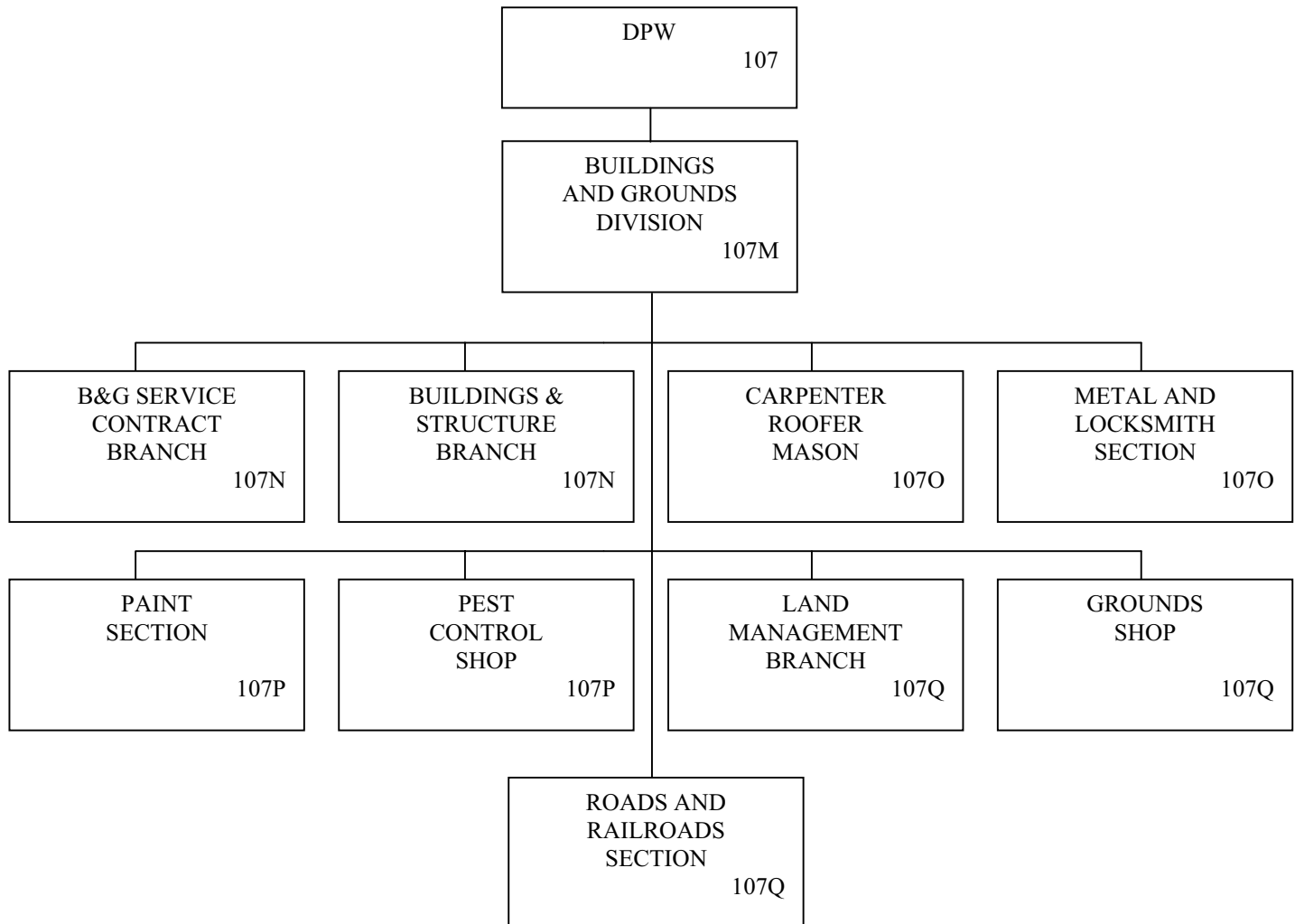
- a. Serves as principal advisor to the BSB commander on environmental affairs.
- b. Develops and administers the Environmental Quality Control Committee to provide clear guidance to units on environmental issues.
- c. Assists proponents for plans, proposals or ongoing actions by providing analyses of possible environmental impacts.
- d. Monitors ongoing activities within the community and determines whether they meet FGSG and host nation environmental laws.
- e. Conducts unit environmental inspections and provides technical consultation to unit commanders to correct deficiencies.
- f. Identifies pollution abatement facilities requirements and ensures they are programmed and executed.
- g. Stays abreast of FGSG and host nation environmental laws and standards; acts as coordinator between German authorities and the BSB community on environmental matters.
- h. Analyzes emergency problems and prepares recommendations or measures to be taken in abating and controlling environmental pollution. Develops, implements, monitors, and administers asbestos abatement, lead based paint and radon gas programs.
- i. Conducts technical design reviews for construction projects and surveys.
- j. Develops, plans, and administers the community hazardous waste and hazardous material management program, and monitors, tracks, and coordinates the hazardous waste direct removal contract. Provides on site training on hazardous waste segregation and handling to generators.
- k. Develops and coordinates noise management studies, ITAM, reforestation, natural resource management programs.
- l. Develops, administers and executes the community recycling program, including cost effectiveness analysis, training and public awareness programs. Operates the Community Recycling Center.

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PART III BASE SUPPORT BATTALIONS

- m. Maintains the BSBs' contaminated site clean up program to include project development, project design, and coordination with local experts, USAREUR/EURO IMA and EUD.
- n. Maintains and updates the Environmental Program Requirements (EPR) database. Identifies and justifies projects to be funded through the OMA-VENC, Agricultural and Grazing, and Defense Fuel Programs.
- o. Assists in the preparation of environmental assessments that pertain to maintenance, repair, or construction projects.
- p. Develops, administers and executes the community natural resources and cultural resources protection program to include preparation, and update of management plans.
- q. Serves as liaison between the BSB and host nation agencies (city, county, Federal Assets Office and private organizations) pertaining to all environmental matters.
- r. Maintains and updates the master environmental database to include contaminated sites, hazardous storage, asbestos, radon, air emittants, underground and above ground storage tanks, endangered species and bio-topes.
- s. Supports community energy awareness/conservation programs.
- t. Serves as Spill Response Coordinator for BSBs; ensures Spill Prevention, Control and Countermeasures Plan is updated and exercised.

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PART III BASE SUPPORT BATTALION**107M. BUILDINGS AND GROUNDS DIVISION.**

Note: B&G Service Contract Branch , Buildings and structures Branch, Roads and railroads Branch and Land Management Branch are not existing at 235th BSB. Therefore all required work including supervision and management of the Carpenter, Metal, Mason/paint and Roads/Grounds Shops is handled in team work by C/B&G, Language/Contract Assistant, civil Engineer and Facilities Maintenance Inspectors at the Buildings and Grounds Office.

Note: Pest Control shop is only available at 279th and 417th BSB.

Plans, coordinates, and accomplishes maintenance, repair, and improvements to buildings, structures, roads, railroads, hardstands, airfields, grounds, and drainage systems. Performs custodial services, and pest control services. Manages (prepares specifications, monitors, etc.) short-form and service contracts for buildings and grounds (B&G) type work. Performs technical reviews of all designs, alterations, and upgrading projects. Monitors accountability of DPW mission equipment. Verifies and coordinates all equipment for the whole directorate. Maintains liaison with appropriate local, state and federal offices/representatives.

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PART III BASE SUPPORT BATTALIONS

- a. Is responsible for the planning and execution of that portion of the BSB commander's RPMA mission that relates to the operation, maintenance, and repair of the physical plant, which includes buildings and structures, roads, railroads, airfields, other surfaced areas, storm drainage systems, improved and unimproved grounds, outdoor training areas and recreational facilities, and special purpose facilities.
- b. Provides professional engineering guidance and assistance to the DPW with respect to the B&G activities within the community.
- c. Plans, directs, and evaluates DPW matters pertaining to the management of B&G activities within the community.
- d. Prepares annual and long-range plans for the B&G activity in coordination with the other DPW divisions.
- e. Defines B&G maintenance, repair, and improvements projects, sets priorities, and establishes schedules for execution of this work. Funding sources include, but are not limited to OMA, MCA, AFH, NAF and DODDS, AAFES, DECA, etc.
- f. Reviews design work, as required, accomplished by the ASG EP&S Division, architect firms, SHBA (Staatliches Hochbauamt) and EUD to determine adequacy, maintainability, and sound engineering practices.
- g. Establishes training programs for instruction of personnel in the most efficient methods of accomplishing M&R and the performance of related services.
- h. Furnishes technical service and assistance to the EP&SD in planning DPW work plans, programs, and scheduling or work.
- i. Manages and supervises (prepares specifications, monitors, etc.) short form contracts for B&G type work, including grounds maintenance contracts and requirement type contracts for carpentry, paint, metal, and roads & grounds work.
- j. Manages and supervises custodial and pest contract and or pest control services, and snow and ice removal.
- k. Processes additions or deletions to the total DPW TDA section II, Equipment.
- l. Maintains the B&G portion of the equipment TDA and property book for accounting for this equipment.

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107N. BUILDINGS AND GROUNDS SERVICE CONTRACT BRANCH.

(Not available at 235th BSB)

TDA paragraph 107N has two parts:

107N. BUILDINGS AND GROUNDS SERVICE CONTRACT BRANCH.. Page 94

107N. BUILDINGS AND STRUCTURES BRANCH.. Page 94

Responsible for the preparation, administration and management of service contracts for AFH, OMA, DoDDS, and DeCA and all reimbursable customers, such as custodial, entomology, grounds maintenance, street sweeping, snow and ice control, metal and carpentry work painting, road repair, rail road maintenance, and supply warehouse. Provides management and inspection of Between Occupancy Maintenance (BOM) contract for all Army Family Housing at the 417th BSB.

107N. BUILDINGS AND STRUCTURES BRANCH.

Not available at 235th BSB

417th BSB note: Preventive Maintenance is managed in conjunction with Utilities and performed by the respective shops in Road and Railroads part of Land Management Branch 107Q in the B&G division.

Plans, coordinates and accomplishes activities in maintenance, repair and improvements of buildings, structures, and related appurtenances. Performs emergency maintenance and custodial services.

- a. Plans, coordinates, schedules, assigns, and supervises work involved in the maintenance, repair, and improvement of buildings, structures, and related appurtenances.
- b. Responsible for the preparation and administration of construction service contracts.
- c. Manages the community engineer preventive maintenance program, to include scheduling and supervising the execution phase.
- d. In coordination with EP&SD, plans and programs the master scheduling of periodic M&R of buildings and structures.
- e. Maintains records and conducts structural analyses of roof trusses. Develops projects for correction of deficiencies found during these inspections.
- f. Maintains records and conducts trestle analyses. Develops projects for correction of deficiencies found during these inspections.
- g. Develops and updates long-range plans for painting of facilities (interior and exterior). Manages work performed in-house and/or by contractor.

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PART III BASE SUPPORT BATTALIONS

- h. Develops and updates long-range plans for repair/replacement of roofs. Maintains records on roof repairs. Manages work performed in-house and/or by contractor.
- i. Supervises and controls the operation of the following shops/sections and/or work units:
 - (1) Metal working.
 - (2) Carpentry.
 - (3) Masonry, Roofer.
 - (4) Painting.
 - (5) Preventive Maintenance.
 - (6) Land Management Branch / Roads & Grounds Branch.
- j. Manages an emergency work force engaged in the operation of the following trades:
 - (1) Metal.
 - (2) Plumbing/Heating (Performed in the Utilities Division in 280th BSB).
 - (3) Electrical (Performed in Utilities Division in 280th BSB).
- k. Trains supervisory personnel in the implementation and application of safety, security, work simplification, and cost-reduction programs.
- l. Supplies technical and historical data as required for records management, recurring and on-time reports, and miscellaneous reporting requirements.
- m. Develops functional criteria for projects including buildings and structures and related appurtenances, for use by ASG EP&S Division.

107O. CARPENTER / MASON / ROOFER SECTION.

TDA paragraph 107O has two parts:

107O. CARPENTER / MASON / ROOFER SECTION. Page 95

107O. METAL/LOCKSMITH SECTION. Page 95

Performs carpenter/masonry/roofing, M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop. Maintains the carpenter/mason/roofer portion of the hand receipt.

107O. METAL/LOCKSMITH SECTION.

Performs metal, M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop. Maintains the metal/locksmith portion of the hand receipt. Fabricates various sign plates for Paint Shop. Maintains and programs key card system.

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PART III BASE SUPPORT BATTALION

107P. PAINT SECTION.

TDA paragraph 107P has two parts:

107P. PAINT SECTION. Page 96

107P. PEST CONTROL. Page 96

Performs painting, M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop. Maintains the paint shop portion of the hand receipt.

107P. PEST CONTROL. (Available only at 279th and 417th BSB)

a. Performs inspections and preventive work in pest control and entomology work in the 417th BSB, including OMA, FH, AAFES, DoDDS, and hospital areas. Trains personnel in the implementation and application of safety and security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop. Maintains the pest shop portion of the hand receipt.

107Q. LAND MANAGEMENT BRANCH.

TDA paragraph 107Q has tree parts:

107Q. LAND MANAGEMENT BRANCH. Page 96

107Q. GROUNDS SHOP. Page 98

107Q. ROADS AND RAILROADS SECTION. Page 98

a. Plans, coordinates, schedules, assigns, and supervises work in the arena of maintenance, repair, and improvement of roads, pavements, airfields, hardstands, bridges, drainage systems, and training areas.

b. Develops and updates long-range work plans for maintenance of all paved areas through inspection of existing pavements. This includes roads, airfields, parking areas, and other hardstands.

c. Develops and updates snow and ice control plans. Develops training and material requirements for community self-help snow and ice control. Accomplishes and directs snow and ice removal operations.

d. Provides technical guidance and assistance to soil, vegetation, storm drainage, erosion, pest control and topographic problems.

e. Provides technical input for improvement of land management conditions encountered by the in-house work force.

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PART III BASE SUPPORT BATTALIONS

- f. Reviews and provides technical guidance and assistance on contracts involving grounds improvements, landscaping, and pest control.
- g. Works with local host nation officials to minimize any existing or potential problems concerning land management functions.
- h. Maintains improved grounds, to include irrigated and non-irrigated turf, athletic and recreational areas, all roads, hardstands, and sidewalks.
- i. Provides technical input for long-range and annual plans for the maintenance and development of grounds, forests, and recreational areas.
- j. Responsible for planning, coordinating and accomplishing programs to maintain improved grounds. Seeds, sods, applies lime and fertilizer, irrigates, and mows improved grounds. Plants, replaces prunes, cultivates, and fertilizes landscape plantings.
- k. Performs recurring maintenance on semi-improved grounds such as small arms ranges, ammunition storage areas, mowed road shoulders outside of improved grounds areas, and firebreaks.
- l. Reviews programs to maintain a properly balanced land management effort.
- m. Develops and maintains an effective pest management plan for the community, which is being executed through contractual tools and instruments.
- n. Supervises and controls the operation of the following DPW sections and/or work units:
 - (1) Roads, Buildings & Structures (*417th BSB contract services*).
 - (2) Grounds.
 - (3) Pest Control (*contract services*).
- o. Trains supervisory personnel in the implementation and application of safety, security, work simplification, and cost-reduction programs.
- p. Supplies technical and historical data as required for records management, recurring and on-time reports, and miscellaneous reporting requirements.

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PART III BASE SUPPORT BATTALION

107Q. GROUNDS SHOP. (Available at 279th and 417th BSBs)

TDA paragraph 107Q has tree parts:

107Q. LAND MANAGEMENT BRANCH. Page 96

107Q. GROUNDS SHOP. Page 98

107Q. ROADS AND RAILROADS SECTION. Page 98

a. Plans, coordinates, schedules, assigns, and supervises work involved in the maintenance, repair, and improvement of roads, pavements, railroads, buildings & structures, airfields, hardstands, bridges, drainage systems, and training areas.

b. Develops and updates long-range work plans for maintenance of all paved areas through inspection of existing pavements. This includes roads, airfields, parking areas, and other hardstands.

c. Develops and updates snow and ice control plans. Develops training and material requirements for community self-help snow and ice control. Accomplishes and directs snow and ice removal operations.

d. Maintains improved grounds, to include irrigated and non-irrigated turf, athletic and recreational areas, all roads, hardstands, and sidewalks.

e. Prepares and implements long-range and annual plans for the maintenance and development of roads, grounds, forests, and recreational areas.

f. Responsible for planning, coordinating and accomplishing programs to maintain improved grounds. Seeds, sods, applies lime and fertilizer, irrigates, and mows improved grounds. Plants, prunes, cultivates, and fertilizes landscape plantings.

107Q. ROADS AND RAILROADS SECTION.

TDA paragraph 107Q has tree parts:

107Q. LAND MANAGEMENT BRANCH. Page 96

107Q. GROUNDS SHOP. Page 98

107Q. ROADS AND RAILROADS SECTION. Page 98

a. Performs paving and M&R work required at all surfaced areas and structures (i.e., roads, hardstands, sidewalks etc.).

b. Maintains improved grounds, to include irrigated and non-irrigated turf, athletic and recreational areas.

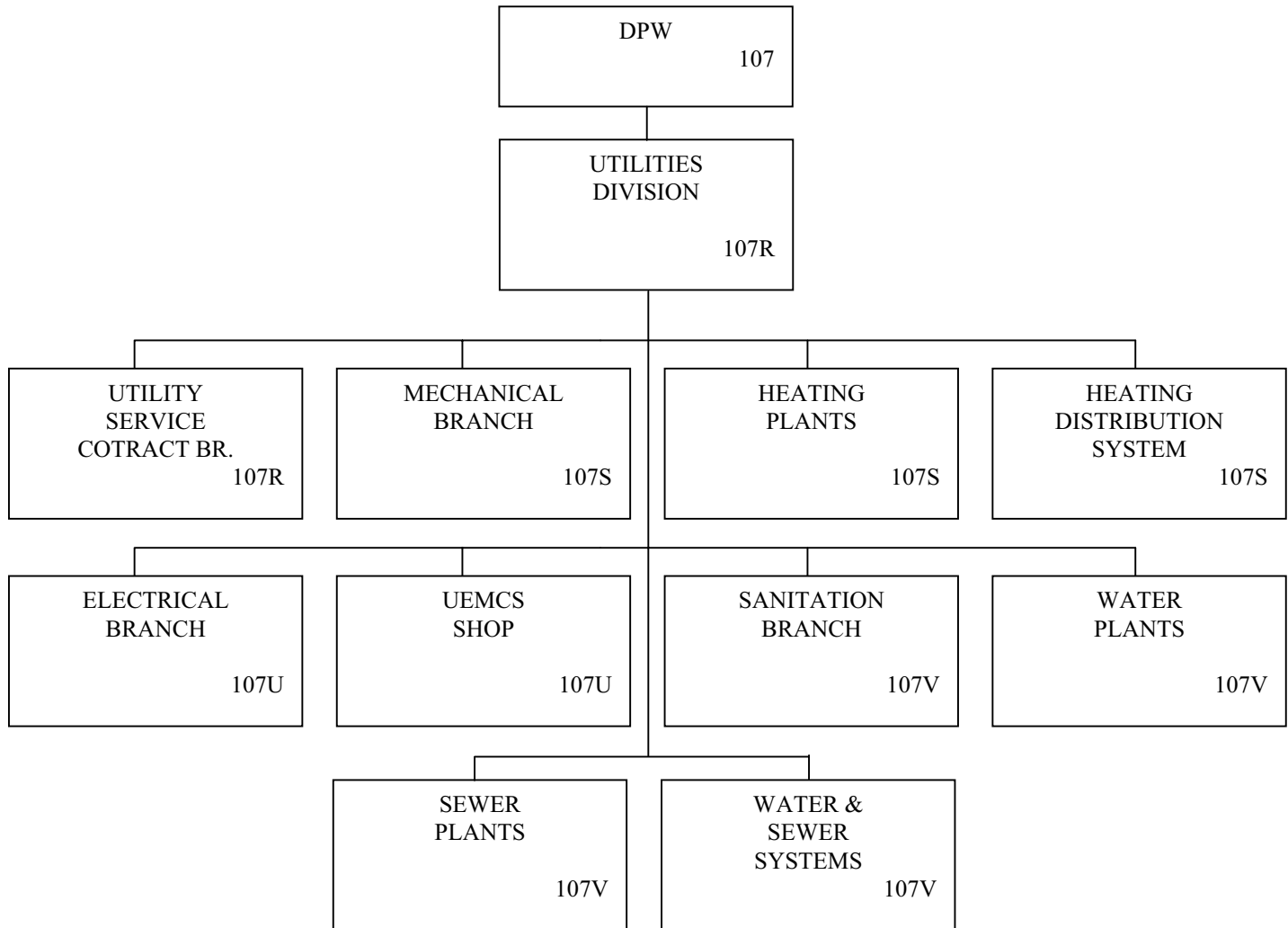
c. Seed, sods, applies lime and fertilizer, irrigates, and mows improved grounds. Plants, replaces, prunes, cultivates and fertilizes landscape plantings.

d. Performs recurring maintenance on semi-improved grounds such as small arms ranges, ammunition storage areas, mowed road shoulders outside of improved grounds areas and firebreaks.

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107R. UTILITIES DIVISION.



Note: 107R UTILITY SERVICE BRANCH is only available at 279th and 280th BSB.
107S HEATING PLANTS is only available at 279th and 280th BSB.
107S..HEATING DISTRIBUTION SYSTEM is not available at 235th BSB.
107U UEMCS SHOP is only available at 225th and 280th BSB.
107K WATER PLANTS is only available at 279th and 280th BSB.
107V SEWER PLANTS is only available at 235th and 279th BSB.
107V WATER & SEWER SYSTEMS is only available at 279th BSB.

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PART III BASE SUPPORT BATTALION

Provides Public Utilities Supplies, equipment services and engineering support, oversight and technical expertise. Provides continuous uninterrupted utilities supplies to the BSB. Provides expert and timely engineering support for training and operational missions.

Responsible for the planning, programming and repair of all community utilities systems, plants, and equipment, including boiler plants, district heat stations and substations, water booster plants, water storage, public and industrial sewer and storm sewer systems, electrical utility systems, high voltage, and low voltage systems, transformer plants, power generator plants, frequency converters, alarm systems, Antenna Systems, Cable TV systems, UEMCS, POL storage and dispensing systems, AC and ventilation systems, fire alarm systems, as well as mechanical systems like cranes, hoists, and elevators, electrical drive/roll doors, compressed air systems, technical gas storage systems, refrigeration systems, food service equipment and domestic appliances. Provides liquid fuels handling, storage and issue. Provides solid waste collection and disposal. Provides the technical, economical planning and administrative management of the Strategic Utilities Planning Program, the Energy Conservation Program FEMP, ECIP, ESPC, the Air emission Program, Sewer Agreements and Water Rights approvals, the Solid Waste Management Program to include SWARS and the RRR-Program, the Building Safety Program (Fire Alarm systems, Fire Protection systems, JSIIDS, IDS), the Drinking Water Monitoring Program, the Polychlorinated Biphenyl Monitoring Program, the Freon Monitoring and Replacement Program, POL Storage and Dispensing System Certification Programs, the Compressed Air Testing and Certification Program.

a. Manages all Utilities Supplies Contracts (power procurement) to include electricity purchase contracts, gas supply contracts, sewer disposal contracts, district heat supply contracts and oil delivery contracts, mandatory contracts with chimney sweepers, local municipalities and agreements with the German Bundesbahn.

b. Manages the privatization of the utility program.

c. Manages short form and service type contracts for all utility related projects, and maintenance and repair requirements. Serves as Ordering Officer and Contracting Officer Representative, On-site Technical Representative, and Contract Inspector for these types of contracts.

d. Serves as the subject technical expert and representative of the DPW to the Utilities Suppliers, the Municipalities regarding sewer and storm drainage, as well as the Solid waste services. Is the POC for the Utilities Procurement for Leased Housing and GHRP.

e. Complies with the requirements of the US Laws, the Final Governing Standards, the German Law requirements, and the responsibilities arising from the NATO SOFA Agreement and the Supplement to the NATO SOFA Agreement.

f. Prepares the Strategic Utilities Planning Program for upgrading the Utilities Plants, systems, and equipment as required by the National Energy Conservation Act (Public Law 95-615 of 1995).

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PART III BASE SUPPORT BATTALIONS

- g. Plans, programs, and accomplishes the operation, maintenance, repair, replacement, alteration, and construction of utility plants, systems, and equipment in a technically and economically sound manner in consonance with applicable U.S. and host nation codes and regulations.
- h. Furnishes technical advice and assistance to ASG/BSB Staff in developing work plans, programs, specifications, contractual services, and work schedules.
- i. Provides technical details, data, and advice to ERMD and EP&SD on the annual and long-range work plans concerning existing and future utilities programs.
- j. Conducts periodic inspections to determine current conditions of all utility plants and systems, and recommends corrective measures to be taken.
- k. Recommends priorities for M&R of all utility plants and systems based on the Strategic Utilities Planning Program, energy saving and compliance with the final Governing Standards (GE) and applicable German Laws.
- l. Initiates M&R (establishes plans and work specifications as required) and coordinates contract preparation with the ASG/BSB EP&S Division.
- m. Reviews all project design involving utility plants and systems for functional adequacy, maintainability, and energy efficiency.
- n. Monitors systems after setting into operation, and requests and monitors warranty. Coordinates with the Contracting Officer for contractor warranty performance. Monitors and checks the performance.
- o. Assist in negotiations with NAF customers of DPW services to establish intra agency agreements and define reimbursables.
- p. Ensures the validity of invoices for utilities services as indicated by metered quantities, and verifies that charged rates are in agreement with the public rate schedules and existing contract terms and conditions.
- q. Initiates the preparation of annual, quarterly and monthly purchase requests, miscellaneous obligation documents and commitments for utility procurement services, LPG-gas and liquid fuel-handling services.

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PART III BASE SUPPORT BATTALION

r. Provides technical and statistical data on purchased steam, district heat, heat, electricity, gas, water and sewer services. Furnishes technical recommendations to the USAREUR/EURO IMA Power Procurement Branch and the KO on the procurement of utilities services. Establishes the procurement package, to include specifications, funding documentation, Independent Government Estimates, cost comparisons on rates, and terms and provisions to be included to the contract and/or contract modifications. Performs market surveys to determine best business practices and prices. Recommends specific contract clauses, and studies laws and regulations for applicability for the specific utility purchase. Assists the Contracting Officer in negotiations with the suppliers.

s. Recommends requirements for procurement, stockage, and issue of new/improved materials and tools not available from current stock. Implements new technologies and evaluates the economical impact on material and equipment purchases. Performs market surveys to determine best business practices.

t. Establishes training programs and conducts courses of instruction in the most efficient methods of accomplishing operation, M&R, or utilities systems.

u. Establishes operator preventive maintenance programs to ensure efficient use of utilities systems, equipment, and energy. Conducts courses of instruction for the training of personnel operating gas-burning, fire-burning, oil-heating systems (depending on the actual heating system used), heat-using kitchen equipment. (Conducts courses N/A for 279th BSB)

v. Develops and administers the fixed facilities energy conservation program for the community.

w. Conducts studies and performs economic analyses to identify and justify conservation projects under the Energy Conservation Investment Program (ECIP), Federal Energy Management Program, (FEMP), Energy Savings Performance Contracting (ESPC), Fuel Cells Program, Renewable Energy and other programs.

x. Assists in the maintenance of fixed facility historical data on energy conservation, and tracks community's energy consumption in relation to assigned energy goals.

inspections on all units.

z. Provides input to energy studies on specific energy consuming fixed facilities and processes, as required.

aa. Assists in the development and implementation of low/no cost actions or projects to reduce fixed facility energy consumption.

ab. Provides technical advice to unit commanders to reduce fixed facility energy consumption.

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PART III BASE SUPPORT BATTALIONS

ac. Develops, implements & administers BSB SORT Awareness Program and Energy Awareness Program. Manages the Resource Recovery and Recycling Program. Maintains historical data and analyzes the solid waste generation in relation to the wastes recycled as per the Executive Order 13101 of 1998. Determines reimbursable services provided to NAF customers and provides logistical support to units and customers. Supports the Housing Division for all leased housing areas for compliance with the local German community and municipal waste and sort regulations. Performs scheduled and unscheduled pick ups of bulk wastes for deploying and deployed customers. *(This function is performed by the Environmental Management Division in 280th BSB)*

ad. Maintains fuel consumption logs and checks consumption against fuel targets and records.

ae. Maintains fuel register for Government owned and leased areas for heated buildings and structures. Compiles data for monthly summary of consumption and target of services. Prepares certificates of correct delivery and storage. Prepares receiving reports for fuel oil and target reports.

af. Prepares the monthly Redesigned Army Defense Utility Energy Reporting System (DUERS) Data System (RADDS), Defense Energy Information System (DEIS) report of heating fuel and energy utilization. Prepares budget estimates, considering operational changes. Prepares estimates on projected consumption for new constructions, conversions and changes in utilization.

ag. Is an active participant in the Environmental Compliance Assessment, the Installation Status Report, and the Asbestos Abatement Program, Natural Resources Conservation. Provides the required technical and statistical input to the above to include cost estimates and priority recommendations.

ah. Serves as point of contact to the Corp of Engineer projects during construction for scheduled and unscheduled disruptions of utilities supplies. Inspects connections to the utility systems.

ai. Performs contract reviews for projects. Attends design and kick off meetings. Prepares digging permits, schedules on-site visits with the contractors for protection and locating utility lines and systems. Participates at the final contract inspections; detects malfunctions and remedial work. Supervises remedial work participants at function and operational tests; trains maintenance and repair personnel on the installed equipment and systems. Establishes maintenance logs and requirements for the systems.

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PART III BASE SUPPORT BATTALION

107R. UTILITY SERVICE CONTRACT BRANCH. (Available at 279th and 280th BSBs, at 235th and 417th BSBs these functions are performed by 176 Utilities Division)

- a. Initiates utility supply contracts and or modifications to existing contracts. Calculates technical requirements for the utilities supplies. Analyzes rates and conditions. Performs market surveys to determine best rates and conditions for the utilities supplies. Prepares power procurement packages. Prepares specifications and cost comparisons. Recommends technical feasibility of the utility purchase, the economical feasibility and the special and or general tariff conditions for establishment of a purchase utility contract.
- b. Assists the Contracting Officer in negotiations with the suppliers. Serves as subject technical expert to the Contracting Officer.
- c. Ensures the validity of invoices for utilities procurements as indicated by metered quantities, and verifies that charged rates are in agreement with the rate schedules and existing contract terms and conditions.
- d. Initiates the preparation of required purchase requests and commitments, miscellaneous obligation documents for utilities, LPG gas, and liquid fuel-handling services.
- e. Provides technical and statistical data on purchase steam, electricity, and water services. Calculates consumption for NAF customers and reports reimbursable consumption for billing.
- f. Prepares annual budget inputs based upon the previous years consumption and known changes in the consumption, and in rate changes. Performs contract reviews and initiates required contract modifications based upon changed conditions.
- g. Reports consumption and costs on annual, and semiannual basis to HQ USAREUR/EURO IMA.

107S. MECHANICAL BRANCH.

TDA paragraph 107S has tree parts:

107S. MECHANICAL BRANCH. Page 104

107S. HEATING PLANTS. Page 106

107S. HEATING DISTRIBUTION SYSTEM. Page 106

Plans, coordinates, and accomplishes activities involved in the operation, maintenance, repair, and improvement of boiler and heating plants and systems; steamfitting; mechanical ventilation, de-humidifying , and evaporation cooling equipment; air conditioning equipment; kitchen equipment and liquid fuel storage and dispensing systems; air compression equipment and systems cranes elevators hoists. Quality inspection on contractor's work (i.e., for maintenance and repair and assures that billings are correct).

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PART III BASE SUPPORT BATTALIONS

- a. Plans, coordinates, schedules, assigns, and supervises work involved in the operation, maintenance, and repair of mechanical facilities.
- b. Reviews mechanical designs prepared by ASG/BSB EP&S Division, EUD, and A/E firms.
- c. Ensures that mechanical plants and systems are in accordance with requirements of applicable U.S. and host nation standards on construction, fire, safety, etc.
- d. Prepares specifications for TÜV-Inspections on cranes, lifts, hoists, boiler and pressure vessels.
- e. Conducts engineering studies of mechanical distribution systems (heating etc.) and determines immediate (annual) and long-range (up to five years) system requirements.
- f. Develops and executes preventive maintenance program including inspections, servicing, repairs, and records for: heating plants and distribution systems, food service equipment, air conditioning systems, refrigerating systems, etc.
- g. Monitors contract projects pertaining to the branch.
- h. Monitors solid and liquid fuel deliveries, and controls distribution to the end user.
- i. Operates systems in the most energy-efficient and cost-effective manner.
- j. Initiates and supports the planning of DH-related projects. Ensures timely DPW tie-ins, and works with the DH supplier as necessary.
- k. Prepares contract specifications and detailed work statements for water softening equipment, heating distribution systems, air conditioning/refrigeration systems, MKE etc., by contract. Supervises and controls the operation of the following sections and/or work units:
 - (1) Heating Plants.
 - (2) Heating Distribution Systems.
 - (3) Water Plants.
 - (4) Sewer Plants.
 - (5) Water and Sewer Systems.
- l. Develops projects and prepares contract specifications (short form) for correction of deficiencies found during inspections. Manages work performed in-house and/or by contractor. Trains supervisory personnel in the implementation and application of safety, security, work simplification and cost reduction.
- m. Prepares annual work plan for the branch.

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PART III BASE SUPPORT BATTALION

n. Develops long-range plans for maintenance, repair, and improvement of water and sewer plants and systems. *(280th BSB, performed by Sanitation Branch 107V)*

o. Develops and maintains an employee training program. Determines personnel and training requirements for the branch. *(280th BSB, performed by Sanitation Branch 107V)*

p. Manages the operation, maintenance, repair and modification of the Utilities and Energy Monitoring and Control System (UEMCS) within the BSB. Ensures proper, extremely reliable operation of the UEMCS and of systems controlled and/or monitored. Responsible for development of complete maintenance, repair, operation and modification of diverse sophisticated equipment making up the components of UEMCS and utilities systems.

q. Develops and coordinates long-range plans and objectives for effective energy utilization in fixed facilities connected to the UEMCS.

r. In coordination with other DPW elements, establishes new, and expands existing Energy Monitoring and Control Systems (EMCS).

107S. HEATING PLANTS.

107S. HEATING DISTRIBUTION SYSTEMS.

TDA paragraph 107S has tree parts:

107S. MECHANICAL BRANCH. Page 104

107S. HEATING PLANTS. Page 106

107S. HEATING DISTRIBUTION SYSTEM. Page 106

a. Ensures that mechanical plants and systems are in accordance with requirements of applicable U.S. and host nation standards on construction, fire, safety, etc.

b. Conducts engineering studies of mechanical distribution systems (heating, etc.) and determines immediate (annual) and long-range (up to five years) system requirements.

c. Develops and executes preventive maintenance programs including inspections, servicing, repairs, and records for: heating plants and distribution systems, food service equipment, air-conditioning systems, refrigeration systems, etc.

d. Monitors contract projects pertaining to the branch.

e. Monitors liquid fuel deliveries, and controls distribution to the end user.

f. Operates systems in the most energy-efficient and cost-effective manner.

g. Works with DH coordinator in planning DH-related projects. Ensures timely DH tie-ins, and works with the DH supplier as necessary.

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PART III BASE SUPPORT BATTALIONS

- h. Initiates repair-work based on inspection findings; inspects fuel tanks and makes inventories according to USAREUR/EURO IMA Reg 703-15.
- i. Records the final meter readings on delivery ticket. Signs these tickets.
- j. Repairs, replaces and maintains low pressure heating systems and equipment, piping systems, expansion tanks, circulating pumps, radiators, ventilation and air conditioning systems, heat recovery units, heat exchangers, hot water generators, district heat exchanging- and distribution systems. Performs alterations on heating systems, as well as recurring programs (i.e., summer overhaul and scheduled maintenance).
- k. Repairs, replaces and maintains all exterior heating distribution systems. Conducts leak surveys on heating lines.
- l. Repairs, replaces and maintains components of heating systems in the buildings, as well as water softening and dosage equipment.

107U. ELECTRICAL BRANCH.

TDA paragraph 107U has two parts:

107U. ELECTRICAL BRANCH. Page 107

107U. UEMCS SHOPS. Page 109

a. Plans, coordinates and supervises the activities involved in the operation, maintenance, repair and improvement of the electrical facilities. This includes all electrical lines, transformer stations, interior and exterior lighting, electrical and electronic equipment, the J-SIIDS alarm systems with their AMG's, MKE equipment, lifting devices and systems and Airfield equipment etc., within the BSB.

US and host nation codes and regulations.

c. Reviews electrical designs prepared by ASG EP&S Division, EUD, and A/E firms and provides technical information for the master planning section.

d. Prepares design and specifications for upgrade, repair and maintenance contracts for electrical systems.

e. Prepares design and specifications for EP&S projects if the workload exceeds the resources and they have urgent suspense's.

f. Provides technical and organizational support for tile MKE or TM contract. Functions in cooperation with the responsible inspector, as an interface between customers and contract workers. Inspects and maintains required additional databases, to control. the contractors performance and to determine the condition of the equipment.

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PART III BASE SUPPORT BATTALION

- g. Oversees IFSM and Facility Quality Condition Report databases and provides the data required for the electrical systems. Operates, maintains and, updates the Strategic Utilities Planning Program Software, which functions as the long range tool for all Utility Distribution Systems. Assists in estimating the annual funds needed for the operation, maintenance and repair of the various electrical systems.
- h. Functions as COR and/or QAE for construction and maintenance projects.
- i. Conducts engineering studies of electrical distribution systems and determines immediate (annual) and long-range (up to five years) system requirements. Ensures availability of power for new electrical loads.
- j. Develops and executes preventive maintenance programs, including inspections, servicing, repairs and records for: substations, transformers and high and low voltage distribution systems, interior and exterior low voltage electrical and grounding systems etc.
- k. Supports the contractors or in-house crews who gather installation data for studies or designs, and provides information material needed.
- l. Coordinates projects for repair work and new construction work with the responsible suppliers, troops, in-house personnel and contractors. Organizes and plans electrical shutdowns for maintenance with the customers, the contractors, the suppliers and the involved in-house organizations.
- m. Gathers data and prepares and maintains databases with current and historical data of systems and equipment. Updates these databases, with necessary technical data to include the condition and maintenance test results for determination of repair and activities.
- n. Monitors contract projects pertaining to the branch.
- o. Develops and updates the community's contingency plan in the event of a reduced supply of energy.
- p. Develops and maintains an employee training program. Provides technical guidance, technical support and assistance for the electric shops in the BSB, the work management section and the contract inspectors.
- q. Develops and maintains an electrical safety program for the electric shops in the BSB.
- r. In coordination with other DPW elements, establishes new and expands existing energy monitoring and control systems (ERMCS). Maintains existing EMCS, electronic system controls, etc.

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PART III BASE SUPPORT BATTALIONS

- s. Is on standby for emergency situations such as electrical black outs. Organizes the immediate repair work for quick restoration of electrical power in cooperation with the electric shop foreman and assures that emergency power generators will be provided where necessary.
- t. Prepares LCC studies of existing systems and equipment and prepares Energy Conservation project specifications for in-house and contract work.
- u. Reviews the electrical consumption and demand data to reduce the cost and to implement energy conservation projects and procedures, where economical.
- v. Functions as a technical and organizational point of contact for our customers in electricity related matters.

107U. UTILITIES ENERGY MONITORING AND CONTROL SYSTEM. (UEMCS)

TDA paragraph 107U has two parts:

107U. ELECTRICAL BRANCH. Page 107

107U. UEMCS SHOPS. Page 109

Responsible for operation, repair and maintenance of installed electronic utilities system control equipment, mainly the Utilities Energy Monitoring System (UEMCS), which is used primarily to optimize the use of energy within a facility, and secondly, to increase the standard of service to the military and civilian population; planning and coordination of alterations and additions to existing controls or new installations; preparing all necessary records, reports and projects for repair, alterations and additions concerning activities of the UEMCS section. Implements all programs pertaining to the section required by higher authority. Performs regular maintenance. Checks and scheduled start up of Uninterruptible Power Supply Systems (UPS).

- a. Responsible for continued communication with the central system, such as responding to upcoming alarms, requesting reports, putting in data, and making temporary schedule changes to meet actual MILCOM needs. Verify operating schedules, set points and control strategies, maintains system documentation software and data backups, and establishes procedures for maintenance personnel.
- b. Responsible for adjustment of operation set points on a systematic and periodic review of all current programs' I/O data points. This includes checking hardware and installed controls for functioning test supply voltage conditions, surge protectors and all other sub-control equipment; and repairing or replacing defective parts.
- c. Performs checks on quality controls on all equipment, testing accuracy of sensitive devices and inspecting functionality of process subsystems periodically.
- d. Supports Plumbing- and Steamfitting shop, as well as the Electric Shop on systems with central control. Explains work order requirements and scope of work.

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PART III BASE SUPPORT BATTALION

- e. Inspects work sites for work compliance with instructions, requirements and rules. Solves technical problems in order to improve quality and to correct the deficiencies.
- f. Performs minor repair (i.e., replacing pumps, indicators, control equipment) where the service is interrupted.
- g. Maintains a shop stock of UEMCS functional parts to reduce the shut downs in service to an absolute minimum.

107V. SANITATION/WATER/SEWER BRANCH.

TDA paragraph 107V has four parts:

107V. SANITATION BRANCH. Page 110

107V. WATER PLANTS. Page 111

107V. SEWER BRANCH. Page 112

107V. WATER & SEWER SYSTEMS BRANCH. Page 112

107V. SANITATION BRANCH.

Plans, coordinates, and accomplishes activities pertaining to the operation, maintenance, repair, and improvement of water-supply treatment, storage, and distribution systems as well as sewage collection, treatment, disposal and distribution systems, and solid waste activities, including resource recovery/recycling and refuse collection and disposal.

- a. Operates and maintains water pumping and treatment facilities including chlorinators, flourinators, and other devices installed in pumping stations. Evaluates operating logs and maintains records of plant operations.
- b. Operates and maintains sewage and industrial waste pumping stations and treatment plants for collection, transmission, treatment, and disposal of waterborne waste. Evaluates operating logs and maintains records of plant operations.
- c. Plans and coordinates for M&R of all exterior water distribution systems and waterborne waste disposal systems. Conducts leak surveys on water and sewer distribution systems. Evaluates operating logs and maintains records of systems maintenance. Plans and coordinates for maintenance and repair of all air compressing units, liquid fuel storage and dispensing systems (helicopter refueling systems, gasoline stations and waste oil collection points, and underground storage tanks), natural gas systems and fire extinguishing systems. Evaluates operating logs and maintenance records of system maintenance.
- d. Plans, coordinates, and accomplishes collection and disposal of solid waste. Operates sanitary fills and incinerators. Collects and disposes of ashes from boiler plants (N/A for 280th BSB). Conducts preventive maintenance on sanitary equipment and prepares operating logs and records.

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PART III BASE SUPPORT BATTALIONS

e. Coordinates requirements for storage and removal of industrial and hazardous wastes, including POL, with contractor designated as collection agency.

f. Prepares contract specifications and detailed work statements for refuse collection and disposal, and collection of bulk refuse by contract. Develops schedules for, and accomplishes in-house refuse and bulk refuse collection and disposal. Supervises and controls the operation of the following shops and/or work units:

- (1) Water Distribution Shop.
- (2) Water Plant Operator.
- (3) Sewage Shop.
- (4) Plumbing Shop. (Not available at 280th BSB)

g. Develops projects and prepares contract specifications (short form) for correction of deficiencies found during inspections. Manages work performed in-house and/or by contractor. Trains supervisory personnel in the implementation and application of safety, security, work simplification and cost reduction programs.

h. Develops long-range plans for maintenance, repair, and improvement of water and sewer plants and systems.

i. Develops and maintains an employee training program. Determines personnel and training requirements for the branch.

j. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop.

k. Reviews sanitary designs prepared by the ASG DPW, EP&S, EUD and A/E firms.

l. Prepares Annual Work Plan for the Branch.

107V. WATER PLANTS.

TDA paragraph 107V has four parts:

107V. SANITATION BRANCH. Page 110

107V. WATER PLANTS. Page 111

107V. SEWER BRANCH. Page 112

107V. WATER & SEWER SYSTEMS BRANCH. Page 112

Plan, coordinates, and accomplishes activities pertaining to the operation, maintenance, repair and improvement of water supply treatment, storage, and distribution systems. Maintains and repairs chlorine and fluoride dosing units. Checks the chlorine and fluoride level in the portable water every day in accordance with AR 40-5, dtd 15 Oct 1990, Preventive Medicine and Environmental Health: Sanitary Control and Surveillance of Water Supplies and Fixed Installations. Makes daily surveillance of every chlorine station, and prepares chlorine and fluoride tests and reports.

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PART III BASE SUPPORT BATTALION

107V. SEWER PLANTS.

TDA paragraph 107V has four parts:

107V. SANITATION BRANCH. Page 110

107V. WATER PLANTS. Page 111

107V. SEWER BRANCH. Page 112

107V. WATER & SEWER SYSTEMS BRANCH. Page 112

Plans, coordinates, and accomplishes activities pertaining to the operation, maintenance, repair, and improvement of sewage collection, treatment, and disposal systems, and solid waste activities, including resource recovery.

- a. Operates and maintains sewage and industrial waste pumping stations and treatment plants for collection, transmission, treatment, and disposal of waterborne waste. Evaluates operating logs and maintains records of plant operations.
- b. Plans and coordinates for M&R of all waterborne waste disposal systems. Conducts leak surveys on sewer distribution systems. Evaluates operating logs and maintains records of systems maintenance. Plans and coordinates for maintenance and repair of all waste oil collection points and underground storage tanks. Evaluates operating logs and maintenance records of system maintenance.
- c. Plans, coordinates, and accomplishes collection and disposal of solid waste. Operates sanitary fills and incinerators. Conducts preventive maintenance on sanitary equipment, and prepares operating logs and records.
- d. Cleans oil spills, over-flooded basements, parking spaces, drainage lines, street drainage inlets, etc.
- e. Cleans chemical toilets, grease separators, small oil separators.
- f. Drains construction pits during in-house work, clears emergencies in sewer systems (e.g. stopped up pipes, sewer line breakage, storm flooded pipes).
- g. Monitors and inspects oil separators and cleans oil separators serviced by contract.

107V. WATER AND SEWER SYSTEMS.

TDA paragraph 107V has four parts:

107V. SANITATION BRANCH. Page 110

107V. WATER PLANTS. Page 111

107V. SEWER BRANCH. Page 112

107V. WATER & SEWER SYSTEMS BRANCH. Page 112

- a. Performs plumbing and M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shops.

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PART III BASE SUPPORT BATTALIONS

- b. Provides instruction and guidance on operational and administrative shop requirements, and repair and maintenance schedules. Works out, adapts, and implements details and internal procedures in order to achieve directed assignments to improve productivity and efficiency of the shops and activities.
- c. Plans work assignments for individual plumber craftsmen or teams in accordance with maintenance schedules and work orders. Establishes priorities or emergencies.
- d. Organizes, directs and assigns work to craftsmen to maintain a balanced workload. Explains work order requirements and scope of maintenance work. Furnishes technical instructions on large scale work and technical equipment.
- e. Inspects work sites and shop operations for compliance with instructions, work order requirements, shop rules and installation policies. Solves technical problems to eliminate work delays or to improve quality. Directs the correction of deficiencies.
- f. Repairs, replaces and maintains components and equipment of natural gas, water-, sewer-, and utility systems in the buildings as well as water softening, dosage equipment and fire hydrants.
- g. Repairs, replaces and maintains all exterior water-/sewer distribution systems. Conducts leak surveys on heating lines.
- h. Repairs, replaces and maintains rain gutters and down spouts.

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PART III BASE SUPPORT BATTALION

107X. FIRE PREVENTION AND EMERGENCY SERVICES DIVISION.

TDA paragraph 107X has four parts:

FIRE PREVENTION AND EMERGENCY SERVICES DIVISION Page 114

FIRE CONTROL BRANCH. Page 115

FIRE PREVENTION BRANCH. Page 115

FIRE PROTECTION BRANCH. Page 116

Organizes and administers fire prevention and protection activities of the community, including aircraft rescue and fire fighting. Develops and maintains an adequate fire prevention and protection program; including organization, administration, and supervision of area and unit fire marshal activities. Arranges for mutual aid response with nearby and other fire departments. Provides instruction to auxiliary firefighters. Trains community personnel and instructs building occupants in applicable phase of fire prevention and fire evacuation drill. Makes regular fire prevention inspection of buildings, structures, and utilities.

- a. Establishes and executes an effective fire prevention and protection program at community level.
- b. Formulates and enforces community regulations covering reduction and elimination of fire hazards.
- c. Ensures that personnel respond to fire calls, assists German Fire Departments, and take prompt action to prevent loss of life, and minimize fire and water damage.
- d. Coordinates emergency plans for evacuation of personnel, control of fire, and salvage of property.
- e. Investigates fires in conjunction with local provost marshal and makes Technical Investigation Reports to determine causes and corrective actions necessary to prevent similar occurrence. Submits fire reports, and preserves evidence for use by boards making formal investigations.
- f. Supervises area and unit fire marshal activities.
- g. Reviews project designs for compliance with fire prevention and protection standards and incorporation of necessary fire protection features.
- h. Prepares and maintains fire department report and records of operations, personnel, equipment, and supplies.
- i. Prepares and evaluates the community fire prevention and protection program at the end of the fiscal year.
- j. Prepares and recommends fire protection publicity for the community.
- k. Advises the DPW concerning funds and manpower requirements to be included in the budget estimates, and of needed fire prevention construction features, such as the installation of sprinklers, exit facilities, fire doors, and other features.

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PART III BASE SUPPORT BATTALIONS

FIRE CONTROL BRANCH. (FIRE COMMUNICATION CENTER)

TDA paragraph 107X has four parts:

FIRE PREVENTION AND EMERGENCY SERVICES DIVISION Page 114

FIRE CONTROL BRANCH. Page 115

FIRE PREVENTION BRANCH. Page 115

FIRE PROTECTION BRANCH. Page 116

- a. Transmits alarms received to respective fire stations, fire chief, assistant fire chief, fire marshal or deputy fire marshal, DPW duty officer, military police and/or dispensary, as necessary.
- b. Maintains a 24-hours fire call service (unless under contract) that is responsive to the military community, to include a radio communications center, and coordinates with the host nation fire department.
- c. Maintains, and recharges nontactical fire extinguisher. Operates and monitors fire alarm and communication equipment at all times.
- d. Operates emergency work order desk for after hours and holidays.
- e. Maintains master key system.
- f. Operates and maintains J-SIIDS system. *NOTE: Fire Control Center personnel does not operate or maintain J-SIIDS systems at the 417th BSB.*

FIRE PREVENTION BRANCH.

TDA paragraph 107X has four parts:

FIRE PREVENTION AND EMERGENCY SERVICES DIVISION Page 114

FIRE CONTROL BRANCH. Page 115

FIRE PREVENTION BRANCH. Page 115

FIRE PROTECTION BRANCH. Page 116

- a. Responds to fire calls, assists German Fire Departments, and takes prompt action to prevent loss of life, and to minimize fire and water damage.
- b. Updates emergency plans for evacuation of personnel, control of fire, and salvage of property.
- c. Investigates fires in conjunction with the Fire Chief.
- d. Maintains close liaison with municipal and voluntary fire stations, updates host nation fire-fighting forces on changes in installations and location of utilities to be used in fighting fires.
- e. Trains professional and auxiliary fire fighters in fire prevention techniques.

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PART III BASE SUPPORT BATTALION

- f. Trains community personnel and dependents in applicable phase of fire prevention and protection, fire evacuation drills, and use of fire extinguishers.
- g. Conducts regular fire prevention inspections of buildings, structures, and utilities in the community and at all satellite facilities. Reports findings of each inspection and maintains necessary records for follow-up to secure corrective actions.
- h. Determines that water supplies are adequate to support sprinklers and pumper operations. Fire fighters may assist in performing and analyzing annual hydrant flow test performed by Utilities Division.
- i. Performs visual inspection and informs Utilities Division if deficiencies are noted.
- j. Performs technical project reviews of plans and construction.
- k. Performs inspections at family child care (FCC) homes and the child care centers in the community.
- l. Monitors and controls contracting operations.
- m. Performs inspections of work sites where welding operations, open flame operations or other hazardous actions are conducted by in-house or contract personnel.
- n. Responds to emergency incidents such as oil spills, hazardous material incidents, etc.
Note: at the 417th BSB response to spills takes place together with the Environmental Management Office (EMO) together with the Fire Stations at GAAF and Harvey Barracks, which are a part of the Fire Protection Branch.

FIRE PROTECTION BRANCH. (Available at 235th and 417th BSB)

TDA paragraph 107X has four parts:

FIRE PREVENTION AND EMERGENCY SERVICES DIVISION Page 114

FIRE CONTROL BRANCH. Page 115

FIRE PREVENTION BRANCH. Page 115

FIRE PROTECTION BRANCH. Page 116

- a. Responds to emergency incidents involving aircraft within 15 nautical miles around the assigned airfield. Responds to structural fires, hazardous material incidents, accidents and all other incidents where technical assistance, rescue and fire fighting is required to take prompt action to prevent loss of life, extinguish fires, minimize environmental damage, and minimize fire and water damage.
- b. Responds to Emergency Medical calls within the BSB to ensure immediate emergency medical treatment.

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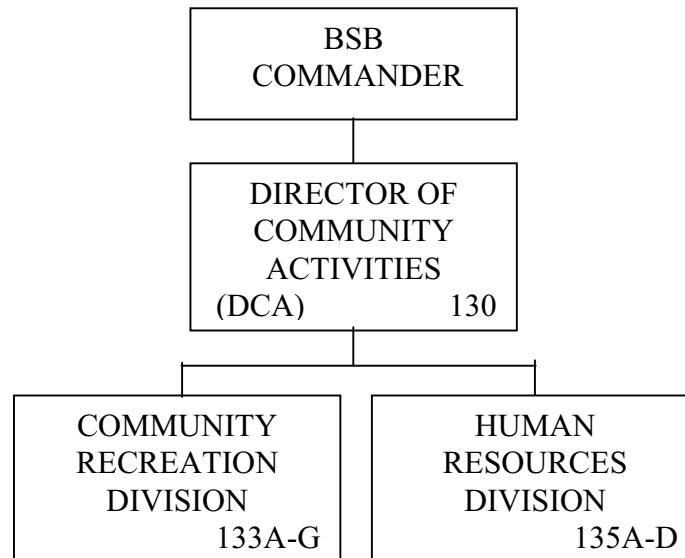
PART III BASE SUPPORT BATTALIONS

- c. Responds to incidents outside of the area of responsibility upon request of civilian rescue and fire fighting organizations (Mutual Aid).
- d. Performs training of all assigned Fire Department staff on daily base, including attendance of fire fighting schools and other rescue training academics.
- e. Performs Familiarization to-tours for all assigned crewmembers and supporting Host Nation rescue and fire fighting organizations.
- f. Conducts training on "Crash Fire Rescue" operation and procedures for supporting Host Nation rescue and fire fighting organizations.
- g. Supports DPW mission after regular duty hours.
- h. Provides "Stand By" for hazardous situations such as welding work and refill of aircrafts to reduce risk of fires and incidents.
- i. Performs maintenance and inspection of assigned engines and equipment by qualified and certified Fire Department experts to comply with regulations and to guarantee function of equipment during emergency cases.
- j. Prepares and maintains fire department reports and records of operations, personnel, equipment, and supplies.
- k. Performs and executes a Physical Fitness Program for all assigned Fire Department personnel.
- l. Installs, inspects, maintains and recharges all nontactical fire extinguishers within the BSBs.
- m. Coordinates and updates all fire fighting, evacuation of personnel, control of fire and water supply, and salvage of property on emergency plans.
- n. Performs regular testing of fire hydrants including spot checks of hydrant water flow.
- o. Determines that water supplies are adequate to support sprinklers and pump operations. Fire Fighters assist in the performing and annual hydrant flow test by the Utilities Division.
- p. Performs a good relationship with local Fire Departments and rescue units to guarantee effective and organized help during incidents.
- r. Performs testing of assigned fire engines (pump-tests) and maintenance/testing of all assigned fire equipment.

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PART III BASE SUPPORT BATTALION

SECTION 5 - DIRECTORATE OF COMMUNITY ACTIVITIES (DCA).



Transformation Installation Management (TIM)

Related HQDA proponent detailed Organization and Operations (O&O)

Links are provided below

Morale, Welfare & Recreation

[a10. Army Community Services](#)

[a11. Child and Youth](#)

[a12. Fitness, Recreation and Libraries](#)

[a13. Business Operations](#)

[a51. Army Lodging Management](#)

Army Continuing Education Services

[a14. ACES](#)

MISSION

Develops and manages personnel services and community programs for enhancing morale and welfare while promoting readiness of U.S. Army soldiers. Promotes social and mental well-being of soldiers, their families and other authorized personnel by providing a wide range of social, recreational, physical, and entertainment programs.

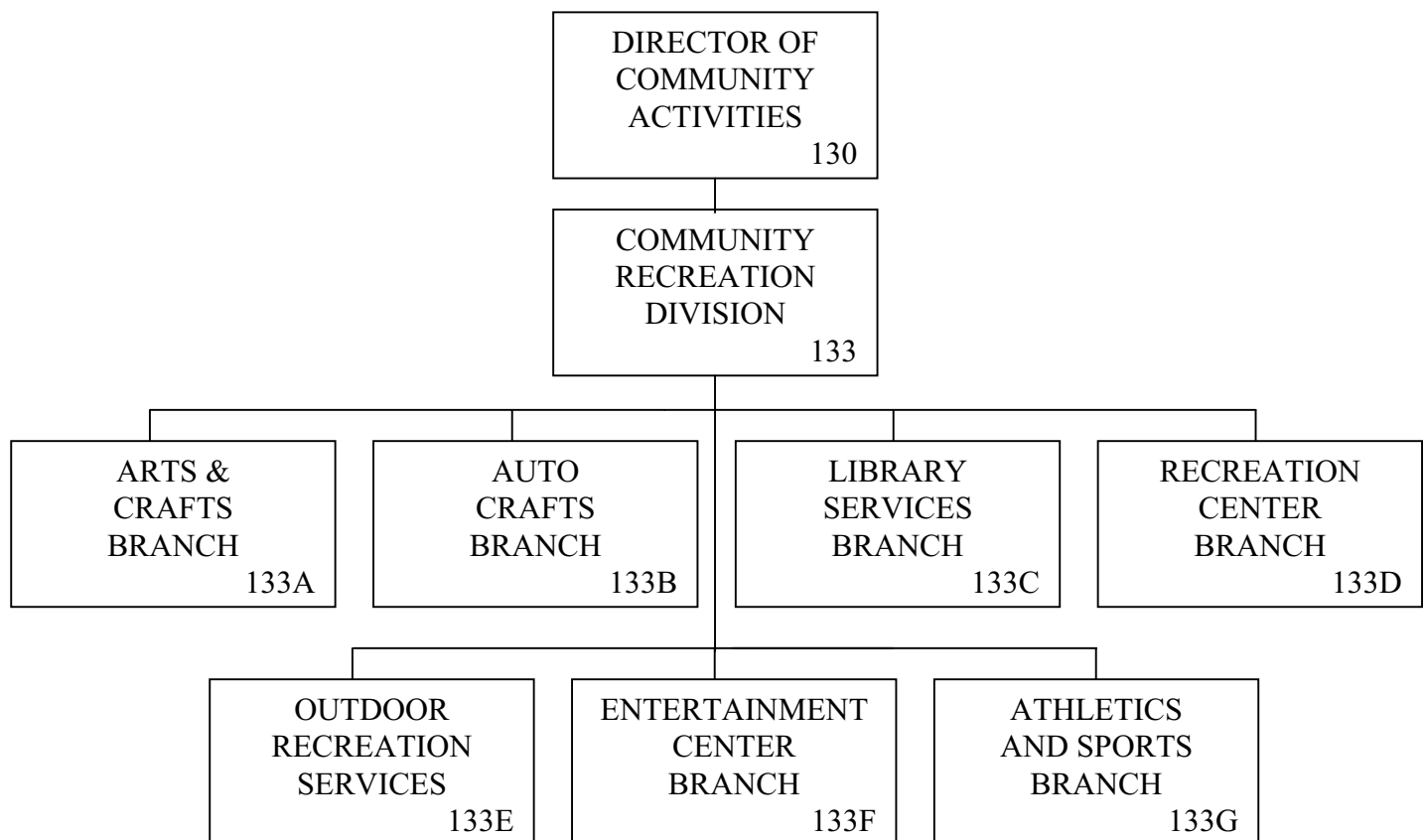
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PART III BASE SUPPORT BATTALIONS**TDA ORGANIZATION AND FUNCTIONS****130. DIRECTOR OF COMMUNITY ACTIVITIES.**

Advises and assists the BSB Commander in all matters pertaining to NAF activities, morale and welfare support activities, club management, Army Community Service, School Age Services, Child Development Services, Youth Services, and private organizations. Responsible for all the programs designed to enhance soldier and family member morale and promote readiness.

133. COMMUNITY RECREATION DIVISION.

Provides soldiers and family members the opportunity to participate in creative and constructive activities during their leisure time. Contributes to the successful recruitment and retention of quality soldiers through the development of physical fitness, manual dexterity, creative and social skills, and the general improvement of quality of life.



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PART III BASE SUPPORT BATTALION

133A. Arts and Crafts Branch.

- a. The Arts and Crafts program offers a variety of recreational, vocational, and educational needs to the community.
- b. Open shop opportunities include matting and framing, wood working, photography, ceramics, hand weaving, quilting, silk screening printing, fine art techniques and other media. A diversified schedule of arts and crafts, including cultural trips (280TH BSB only).
- c. Services to the community include: Custom matting and framing, plaques and engraving, and custom wood working and custom ceramics, custom embroidering and tee-shirt printing, photo finishing, portraits (*photo and portraits not available at 280th BSB*).
- d. A resale operation supports the program, as well as the needs of hobby artists and crafts persons.
- e. Other programs are designed and implemented according to the needs and desires of the community.

133B. Auto Crafts Branch.

- a. Provides equipment and professional guidance to soldiers and family members in the repair and maintenance of POVs.
- b. Provides automotive towing service.
- c. Provides diagnostic service and welding service.
- d. Operates a Vehicle Collection Point for the processing and disposal of POV's.
- e. Operates Automated Indoor Car Wash (279th BSB), and outdoor pressure wash.
- f. Provides classes in automotive repair, maintenance, and engine rebuilding.
- g. Provide wheel alignment services (280TH BSB only).
- h. Offers air conditioning services (280TH BSB only).
- i. Removes excess fuel for vehicles being shipped.

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PART III BASE SUPPORT BATTALIONS

133C. Library Services Branch.

- a. Provides the community with effective library services, current, retrospective, and authoritative multimedia materials in all subject fields. Internet research services available in some libraries.
- b. Provides support to the overall morale, welfare, and recreational mission.
- c. Provides academic support to the General Education Development (GED) program, the Predischarge Education Program (PDEP) and to the DODDSEUR school system.
- d. Provides mission support information.
- e. Stimulates the use of library resources and programs.
- f. Provides children's and young adult's reading and audio-visual materials and programming.
- g. Supports resident courses offered by colleges and universities.
- h. Coordinates requirements for USAREUR/EURO IMA Library Exchange Program.

133D. RECREATION AND BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS) CENTER BRANCH.

Provides, implements, administers, and directs programs that promote quality of life, ethnic and cultural understanding and appreciation, self-development, and enjoyment to families, single soldiers, DoD employees, military members, and local nationals.

- a. Designs, administers, and conducts tours, to include but not limited to, castles, amusement parks, shopping areas, and volksmarches.
- b. Sponsors classes in aerobics, jazzercise, ballroom dancing, musical lessons, language courses, and on customer demand.
- c. Promotes usage of facility through unit functions, parties, special events, etc.
- d. Hosts and sponsors DOD shows, USO shows, and entertainment of all types, while working with the entertainment branch.
- e. Offers and works with the EEO to host and/or conduct cultural program (i.e., Chinese and Mexican nights).

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PART III BASE SUPPORT BATTALION

- f. Sponsors tournaments to include, but not limited to, pool, dominos, spades, ping-pong, etc.
- g. Supervises and administers the BOSS Program.
- h. Creates groups or clubs as needed.
- i. Creates a diverse overall program for the entire community while consciously working with other organizations, branches, and directorates.

133E. OUTDOOR RECREATION SERVICES BRANCH.

- a. Maintains and checks out camping equipment such as tents, camping stoves, lanterns, coolers, sleeping bags, air mattresses, back packs, canopies, Bar B Q grills, and others.
- b. Checks out downhill and cross-country ski equipment during winter months.
- c. Organizes ski trips to various ski resorts.
- d. Plans and promotes horseback riding, hiking, white water rafting, bike, and boating trips.
- e. Coordinates and conducts German and American events.
- f. Conducts needs assessments.
- g. Gives certified instruction for rafting, snowboarding and down-hill skiing.
- h. Provides fishing programs at various sites.
- i. Offers repair services for snowboards, skis, and bicycles.

133F. ENTERTAINMENT CENTER BRANCH.

This branch provides soldiers and family members the opportunity to participate in creative and constructive activities during their leisure time from work or training environments.

- a. Presents various forms of entertainment which include plays, musicals, and performing bands.
- b. Oversees DOD touring show programs that include dance groups, comedians, magicians, and specialty acts.

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PART III BASE SUPPORT BATTALIONS

- c. Offers dinner-theater programs.
- d. Supports the community with theatrical equipment, to include lighting, sound effects, and portable stages.
- e. Provides costumes and make-up to artists and players.
- f. Sponsors the all-Army entertainment contests.
- g. Houses a 16 track DAT recording studio that can produce CDs for soldiers and family members at a fraction of the cost on the economy. (Available at 279th BSB)

133G. ATHLETICS AND SPORTS BRANCH.

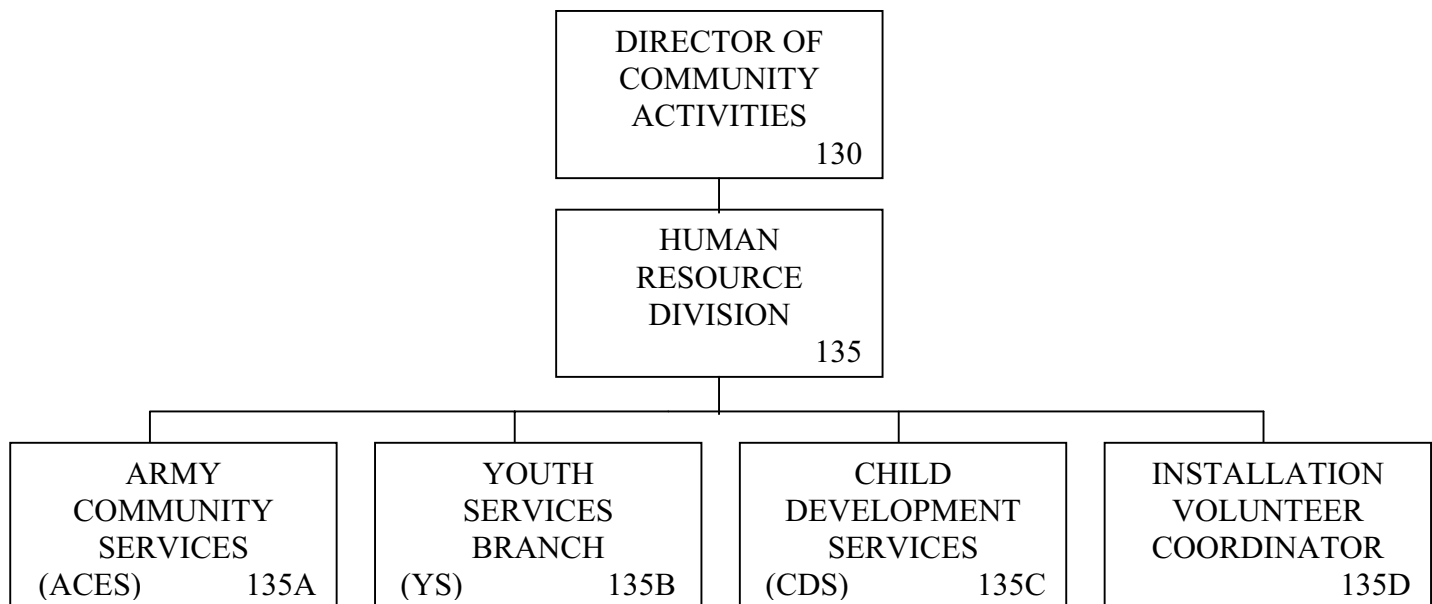
- a. Supervises the fitness and sports training program for the community, emphasizing team, personal physical fitness and individual sports at the unit and community levels.
- b. Operates and schedules the use of the Physical Activity Center (PAC), tennis courts, and multi use sports complex.
- c. Requisitions and controls issue of fitness, sports, and other related equipment and supplies.
- d. Provides equipment for all scheduled fitness and sports activities.
- e. Prepares schedule, MOIs, and media marketing and publicity for all athletic tournaments and fitness programs and events.
- f. Provides expertise, technical support, and coordination for intra-battalion sports and fitness programs with an emphasis on lifetime skills.
- g. Coordinates with other MWR organizations and outside activities in the planning and conducting of community events and activities to include health fairs, education programs, information seminars, fests and other special events.
- h. Provides oversight for the recruitment, selection, training and certification of a wide range of sports officials used for leagues.
- i. Initiates nominations and coordinates actions with DA and DoD personnel for athletes qualifying for higher level competition in the All Army Sports Program, Armed Forces Championships, the World Program and Conseil Internationale Du Sport Militaire.

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PART III BASE SUPPORT BATTALION**135. HUMAN RESOURCES DIVISION - FAMILY SUPPORT DIVISION.**

(Not in place at 279th BSB. ACS, CDS and YS are directly under DCA. Installation Volunteer Coordinator falls under ACS.) (Not in place in 280th BSB – CDS and YS have been consolidated into CYS Division. IVC is under ACS. ACS and CYS are now divisions directly under DCA.)

Provides both community oriented social service/information programs and all children and youth programs. The social service programs are designed to assist the BSB Commander and staff by identifying emerging social issues which would detract from unit and individual readiness. They also provide extensive orientation and training classes which support and develop individual responsibility. The children and youth programs provide developmentally based child care programs which encourage the age appropriate activities of children in a safe, supervised environment. Youth Services also addresses the sports and recreational interests of youth.

**135A. ARMY COMMUNITY SERVICE (ACS) DIVISION.**

Army Community Service provides the BSB Commander with information and guidance relating to problems affecting the welfare of soldiers, family members and civilians. This includes an extensive training and orientation program in all ACS service areas. ACS also has an extensive deployment and redeployment responsibility, which includes Family Readiness Group training and assistance, Family Assistance Center Operations, Unit Service Coordinators, family member deployment orientation training and family advocacy issues. The ACS program service areas include:

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PART III BASE SUPPORT BATTALIONS

- a. Information on community services, community phonebook, and monthly newsletter, referral, and follow-up.
- b. Relocation Readiness (Newcomer Reception Center, Sponsorship Recognition Program, Sponsorship Training Classes, Newcomer Orientation/Awareness Seminars, Cultural Adaptation Class, English as a Second Language, and German Language).
- c. Exceptional Family Member Program coordination of services with Educational Development and Information Services (EDIS), PERSCOM, Housing, and units).
- d. Family Advocacy (prevention and awareness training), emergency placement care, CRC coordination, safe shelter and respite care advocacy, foster care and CRC Coordination.
- e. Emergency Care and Financial Readiness Classes on Financial Planning on Financial planning, checkbook management, "First Term" Education, Debt Liquidation, Consumer Education, Problem Solving Assistance, and Operation Holiday Liaison.
- f. Employment Readiness provides employment counseling services, resume classes, training in job skills, listing of current job vacancies, information on home based businesses.
- g. Outreach Program and services.
- h. Deployment and Mobilization: Family Assistance Center training, operation and activities Family Readiness Group as well as Family Readiness Liaison and Rear Detachment Commander training and assistance.
- i. Army Emergency Relief program/assistance provides emergency assistance briefings and AER Campaign information.
- j. Installation Volunteer Program and coordinator supervision.
- k. Army Family Team Building program liaison and operations provides levels of AFTB training to family members, service members and schools upon requests.
- l. Army Family Action Plan Program and Coordination.
- m. Army Family Action Plan gathers issues, obtains and trains volunteers, and conducts forum.
- n. ACS services to FRGs (Use of classrooms, worldwide telephone, e-mail, copy machine, fax, and VTC).
- o. Gathers and reports on community service related statistics.

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PART III BASE SUPPORT BATTALION

135B. YOUTH SERVICES BRANCH.

Youth Services provides organized leisure time activities for the improvement of the physical and mental well being, as well as social and cultural development of eligible youth. Provides activities, programs, services, and facilities for children, youth and family welfare. These activities and programs are designed to support and help develop the social and recreational needs of youth while teaching them the value of teamwork and social interaction.

a. Individual and team sports and fitness programs for children and youth in the age groups of 6 to 18 years old.

b. through k. applies to age groups 11 - 18.

b. Provides training and programs which support the Life Skill Development, Citizenship, and Leadership Training.

c. Promotes cultural and ethnic awareness.

d. Provides programs and services which support mentoring, intervention, and support services. This includes activities such as “Promise Passport” the youth volunteer/adult mentoring program.

e. Provides training programs for coaches and officials in support of the sports programs.

f. Establishes after school and summer recreation programs.

g. Coordinates with non-governing councils (YS, teen, and school-age councils, Booster Club and Parent council).

h. Works in coordination with School Age Services program to support appropriate activities for school age children.

i. Provides contract activities for those areas/sports which are not offered to youth through school or other programs.

j. Provides a teen program and center with specific age appropriate activities and programs.

k. Provides a middle school age program and center with specific age appropriate activities and programs.

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PART III BASE SUPPORT BATTALIONS**135C. CHILD DEVELOPMENT SERVICES (CDS) BRANCH.**

The CDS Branch operates a community-based system for management and coordination of quality early childhood educational programs and services for children ages birth through 5th grade. This network of services provides full day, part day and hourly care options that reduces the conflict between parental responsibilities and unit mission requirements. These programs operate through two delivery systems:

- a. Child Development Centers (CDC) or center based care.
- b. Family Child Care (FCC) or quarters based care.

CYS LIASON, EDUCATION AND OUTREACH SERVICES (CLEOS) BRANCH provides various services to support all CYS programs:

- a. Central Enrollment & Registration (CER)
- b. Resource and Referral
- c. CYS Volunteer Program
- d. Parent Education
- e. Instructional Classes
- f. Special Events

YOUTH SERVICES (YS) BRANCH provides organized leisure time activities for the improvement of the physical and mental well being, as well as social and cultural development of eligible youth. Provides activities, programs, services, and facilities for children, youth and family welfare. These activities and programs are designed to support and help develop the social and recreational needs of youth while teaching them the value of teamwork and social interaction.

a. Individual and team sports and fitness programs for children and youth in the age groups of 6 to 18 years old.

b. through k. applies to age groups 11 - 18.

b. Provides training and programs which support Life Skill Development, Citizenship, and Leadership Training.

c. Promotes cultural and ethnic awareness.

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PART III BASE SUPPORT BATTALION

- d. Provides programs and services which support mentoring, intervention, and support services. This includes activities such as “Promise Passport,” the youth volunteer/adult mentoring program.
- e. Provides training programs for coaches and officials in support of the sports program.
- f. Establishes after school and summer recreation programs.
- g. Coordinates with non-governing councils (YS, teen, and school-age councils, Booster Club and Parent council).
- h. Works in coordination with School Age Services program to support appropriate activities for school age children.
- i. Provides contract activities for those areas/sports which are not offered to youth through school or other programs.
- j. Provides a Teen program and center with specific age appropriate activities and programs.
- k. Provides a Middle School Age program and center with specific age appropriate activities and programs.

SCHOOL AGE SERVICES (SAS) BRANCH

The School Age Services program works in conjunction with the Youth Services and Child Development Services programs to provide activities and developmental programs for youth in 1st through 5th grades. This program is designed to support the working family with programs before and after school, full-day activities when school is out, and summer camp. The program offers varied activities for youth. These include computer lab, homework assistance, arts and crafts, games and gross motor type activities, and some recreational type activities (both indoor and outdoor).

- a. Provides a daily schedule of varied indoor activities and programs which support age appropriate development.
- b. Provides safe, outdoor recreational activities in support of the center-based activities so the children will have a varied and active learning experience.
- c. Coordinates programs and activities with the local school system to ensure the SAS program compliments the activities of the school.
- d. Ensure the SAS staff receives training and information in support of their daily interactions with the children.

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PART III BASE SUPPORT BATTALIONS

135D. INSTALLATION VOLUNTEER COORDINATOR (IVC). *(Under ACS at 235th and 279th BSB)*

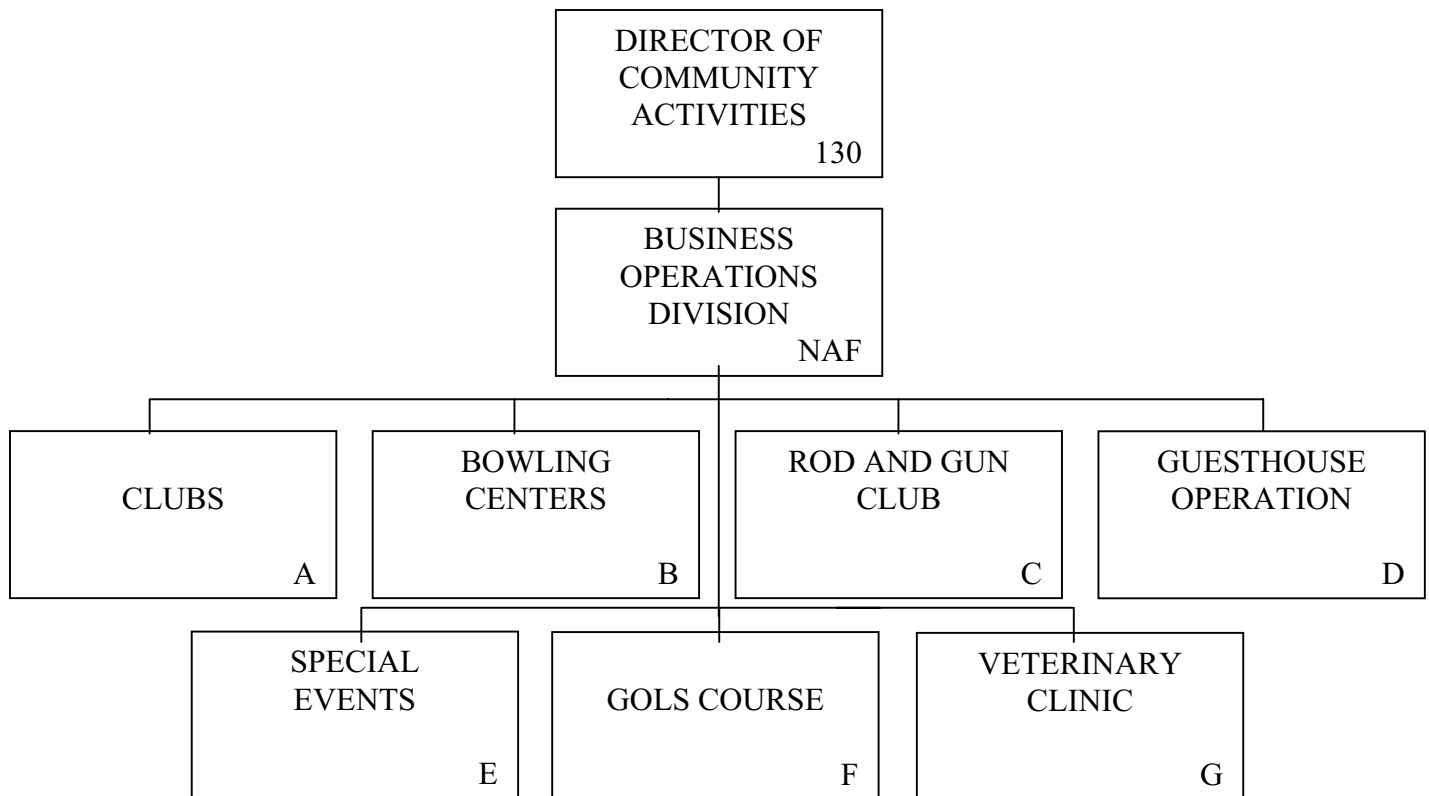
The Installation Volunteer Coordinator operates a community based system for managing and coordinating volunteer activities. This includes an automated system of recording volunteers, volunteer hours and programs served. Provides training and orientation to agencies that utilize volunteers and/or support volunteer activities.

- a. Recruits volunteers for volunteer vacancies throughout the community.
- b. Develops a job bank of volunteer positions and position descriptions for all volunteer agencies within the BSB. As necessary, organizes an advisory council of volunteer managers.
- e. Provides volunteer and supervisor training which covers all aspects of volunteer program management.
- f. Tracks volunteer hours and activities within local organizations. Maintains and tracks other related volunteer data.
- g. Plans and coordinates the community volunteer recognition ceremony and other recurring volunteer recognition activities. This includes advising the command on the programs and services offered through the volunteer program.

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PART III BASE SUPPORT BATTALION**BUSINESS OPERATIONS DIVISION.**

Provides soldiers and family members with the opportunity to participate in recreation and entertainment programs during their leisure time. Contributes to a successful quality of life program and is the revenue producer for the CMWRF.

**A. CLUBS.**

- a. Provides entertainment, food, recreation machines and a place for soldiers and their family members to socialize during their leisure time.
- b. Provides space for conferences and meetings.
- c. Provides catering services for parties and command functions.

B. BOWLING CENTERS.

- a. Provides bowling activities for all soldiers and their family members.

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PART III BASE SUPPORT BATTALIONS

- b. Provides programs for youth activities.
- c. Provides instruction for beginners.
- d. Provides a pro-shop retail store and snack operation.
- e. Provides sanctioned leagues and tournaments.

C. ROD AND GUN CLUB.

- a. Provides complete pro-shop service.
- b. Provides skeet, trap, and small bore rifle and pistol ranges.
- c. Provides hunting and fishing courses.

D. GUESTHOUSE OPERATION.

- a. Provides lodging accommodations for personnel on official travel status and for leisure guests.
- b. Provides space for conferences and meetings (Available at 279th BSB).

E. SPECIAL EVENTS.

- a. Provides and coordinates all MWR special events.

F. GOLF COURSES. (Only available at 279th and 417th BSB)

- a. Provides golf course operations.

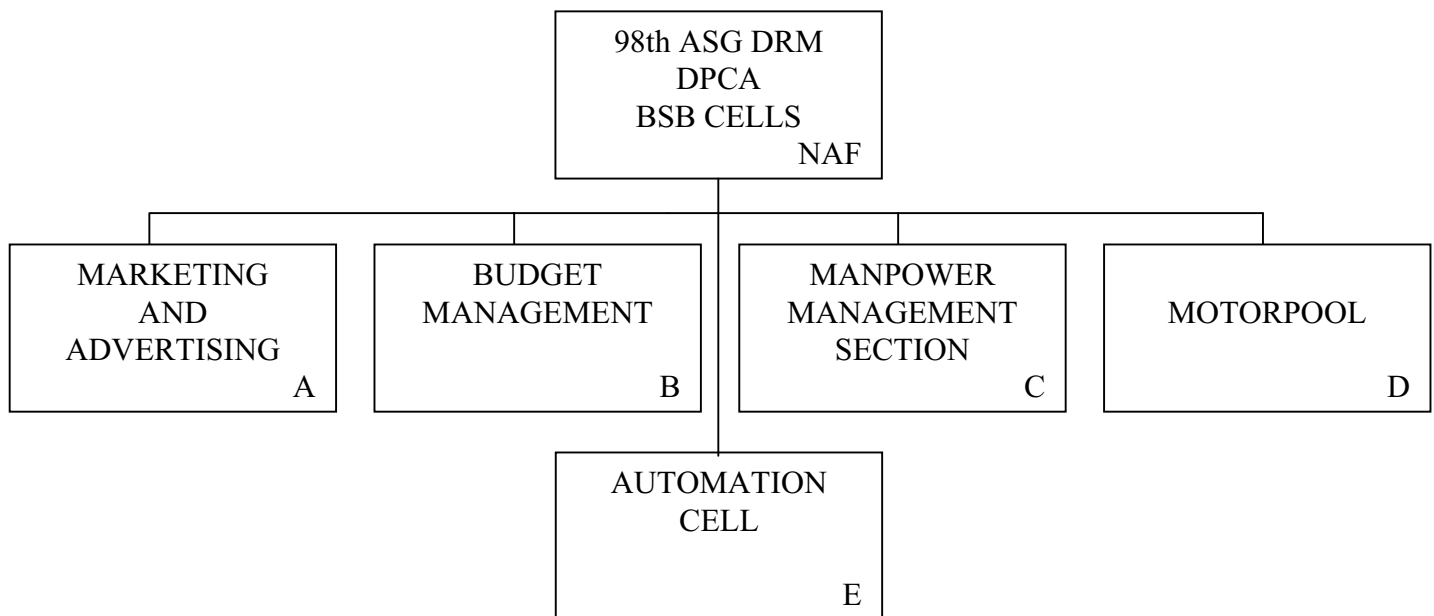
G. VETERINARY CLINIC. (Available at 280th BSB)

- a. Provides complete veterinary care for all military working dogs and privately owned animals as outlined in AR 40-905 and FM 8-10-18.

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PART III BASE SUPPORT BATTALION

**98TH ASG, DIRECTOR OF PERSONNEL AND COMMUNITY ACTIVITIES (DPCA),
BSB CELLS.**



A. MARKETING/ADVERTISING CELL.

- a. Provides illustrations and graphics.
- b. Designs and conducts multi-media advertising campaigns.
- c. Provides technical advice in comprehensive marketing and advertising programs.
- d. Designs general program information productions.
- e. Needs assessments are developed by the 98th ASG Market Research Analyst with assistance from the BSBs' M&A.
- f. The 98th ASG Commercial Sponsorship representative solicits for commercial sponsorship and coordinates with the BSBs' Special Events Coordinator.

B. BUDGET BRANCH.

MWR (NAF) Budget Section.

- a. Interfaces with the 98th ASG check control program.
- b. Operates value-added tax (VAT) relief program.

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PART III BASE SUPPORT BATTALIONS

- c. Maintains unit fund accounts. Acts as Private Organizations' Coordinator. Coordinates Family Support Groups fund raising .
- d. Serves as liaison to the ASG Financial Management Division for all NAF financial reporting (i.e., budget, variance reports).
- e. Prepares, consolidates and monitors annual APF MWR Accounts.
- f. Prepares and consolidates annual NAF budget and revisions as required.
- g. Monitors NAF expenses IAW budget.
- h. Reviews budgetary guidance to program managers and DCA.
- i. Reviews monthly preliminary and final income statements.
- j. Coordinates the final monthly financial review and analysis with program managers and DCA.
- k. Coordinates CPMC Budget at BSB level and monitors execution IAW standards.
- l. Provides internal control procedures for various special events.
- m. Serves as liaison between NAF Accounting and MWR Activities on all financial matters.
- n. Interfaces with 98th ASG APF and NAF Contracting on procurement issues.
- o. Monitors DM and \$ Petty Cash Funds; conducts quarterly unannounced surprise cash counts at all MWR Activities.
- p. Responsible for the issuance of controlled forms and ordering of all publications.

C. MANPOWER/MANAGEMENT SECTION.

- a. Maintains the PRD for the DCA.
- b. Coordinates and processes NAF personnel actions.
- c. Processes NAF Time and Attendance records and maintains all records for payroll inquiries.

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PART III BASE SUPPORT BATTALION

d. Receives, processes, and distributes all manpower reports, paychecks, and LES reports to all program managers.

e. Maintains communications with NAF payroll in CONUS.

D. MOTORPOOL.

a. Maintains and dispatches vehicle fleet.

E. AUTOMATION CELL. (Not available at 235th BSB)

a. Information Systems Security Officer (ISSO) responsible for security, integrity, and accreditation of all computer systems within the community activities arena.

b. Provides design, development, and support for commercial and custom software applications.

c. Provides evaluation and recommendation of computer systems and software purchases.

d. Provides support for all USAREUR/EURO IMA and DA mandated automation projects.

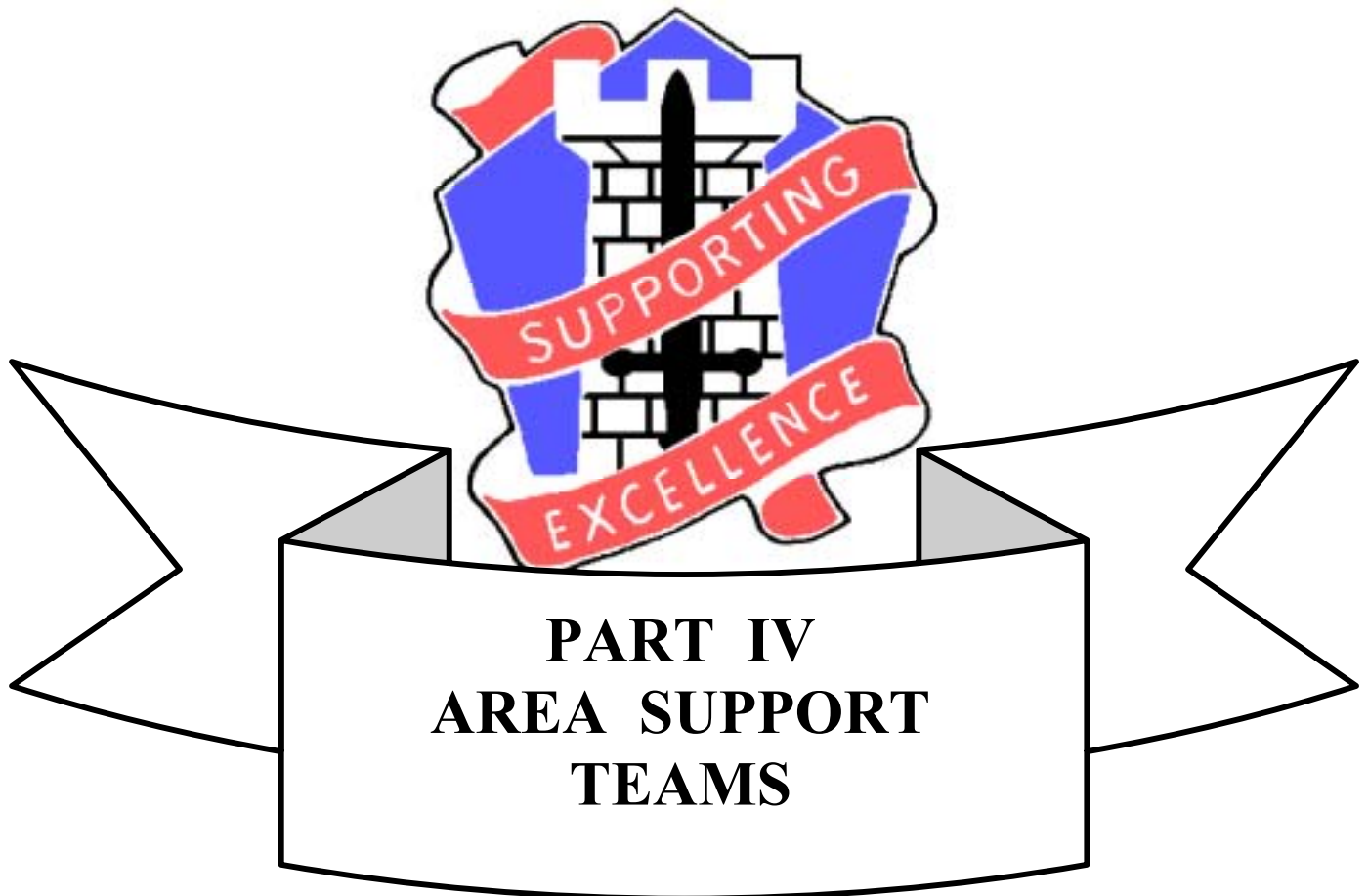
e. Troubleshoots and repairs automation hardware.

f. Provides user training on hardware and software.

g. Information Management Officer (IMO) provides all computer system support and maintenance for all community activities.

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**ORGANIZATION
AND
FUNCTIONS
MANUAL**



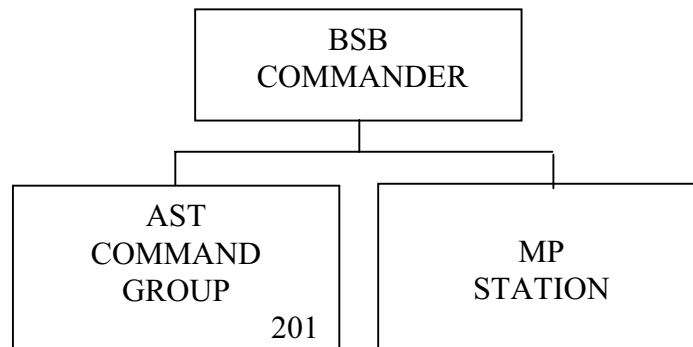
For the purpose of this manual, TDA numbering for AST Giebelstadt (300 series) is replaced with the 200 series.

TDA numbering for AST Illesheim and Wuerzburg are the 200 series (as used in this manual).

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PART IV AREA SUPPORT TEAMS

**SECTION 1 - THE COMMAND ELEMENT
AND SPECIAL/PERSONAL STAFF OFFICES.**



MISSION

To provide an area support environment in peacetime that supports the base support goals of readiness, training, sustainment, people, transition, and efficient and effective use of resources.

MTOE AND/OR TDA ORGANIZATION AND FUNCTIONS

201. COMMUNITY MANAGER.

Formerly called AST COMMANDER.

Using the personnel resources of a first sergeant, (Special Detail) operations sergeant, and appropriate administrative support, the incumbent commands the Area Support Team (AST) and is responsible for the day-to-day area support operations as delegated by the BSB Commander.

- a. Directs and manages the affairs of the AST within delegated authority and is charged with providing for the general welfare, safety, morale, fire prevention and protection, administering community affairs, and other area support-related functions and activities. Appoints area and building coordinators for government-owned and leased housing areas.
- b. Coordinates AST staff programs and relations between staff and supporting tenant units in the provision of the area support services.
- c. Serves as principal advisor to the BSB Commander on planning for use of facilities and common equipment in support of operational requirements.
- d. Represents the AST at official functions, in negotiations with the works council, and maintains liaison with German officials at local governmental level.
- e. Maintains liaison with local officials to coordinate on community matters involving interested parties.

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PART IV AREA SUPPORT TEAMS

- f. Provides support to readiness tests/exercises.
- g. Acts as point of contact for area support activities with BSB headquarters.
- h. Serves as a member on various boards, councils, and committees pertaining to area support areas of responsibility.

MILITARY PERSONNEL/MAIL ROOM.

ASSISTANT DIRECTOR MILITARY PERSONNEL (S-1)

AST first sergeant coordinates and provides community level support to the AST. Directs and supervises administrative matters and military personnel management activities for the community. Coordinates and supervises operation of Central Processing Facility and Consolidated Mail Rooms. Performs duty as AST supply sergeant and installation coordinator.

- a. Operates mailrooms engaged in depositing and acquiring mail deliveries of letters, individually written material, post cards, publications, circulars, and miscellaneous printed matter and merchandise processed through the serving Army post office.
- b. Provides services to community personnel, tenant units, directorates, and other service agencies.
- c. Maintains registered mail control.

SCHOOL LIAISON OFFICER.

Serves as the official community liaison with the DoD school system. Performs a range of administrative functions and clerical duties. Compiles reports. Receives/controls incoming correspondence and disseminates to the community and DoDDS school system. Keeps abreast of various procedural and community functions/activities needed by organizations and families. Attends meetings conducted by the community and supporting Schools.

CENTRAL PROCESSING FACILITY.

Only available at AST Illesheim.

- a. Performs all inprocessing and outprocessing administrative matters.
- b. Forwards copies of all actions affecting pay to the Finance Support Unit.
- c. Ensures the processes of personnel actions, promotions, requests for leave, and requests for various cost allowances during in/out processing.

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PART IV AREA SUPPORT TEAMS

d. Ensures SIDPERS input and the correction of data for blanks and errors on individual personnel data files in SIDPERS.

e. Provides headstart gateway training.

f. Completes in/out processing of individual soldiers/family members through major community agencies (e.g., RPC, housing, finance, transportation, etc.).

g. Coordinates and supervises in/outprocessing briefings and community orientations in accordance with USAREUR/EURO IMA Reg 612-1. Performs UCAS data entry schedules, processing appointments for functional activities not located within the CPF.

h. Coordinates with local agencies tasked to present training.

i. Coordinates facility maintenance, repair, and security.

j. Prepares, publishes, and monitors execution of training schedules.

k. Coordinates audiovisual training aides, and supply support of training.

l. Maintains class rosters and soldier accountability.

m. Maintains training records.

n. Prepares DA Forms 87 (Certificates of Training).

o. Prepares and maintains files on statistical data and training reports.

p. Supervises the operation of the TMP annex station.

MILITARY POLICE STATION.

The AST MP Sub-station is subordinate to their respective BSB Provost Marshal Office and is staffed as an extension of the BSB PMO. The Station NCOIC oversees the operation of a 24-hour MP Desk and advises the AST Commander on matters pertaining to the employment of military police, on-going investigations, traffic control and provides liaison with German Police authorities. Functions involving Physical Security, compiling law enforcement statistical data, registration of Privately Owned Vehicles (POV) and Privately Owned Firearms (POF), is a function of the respective BSB PMO.

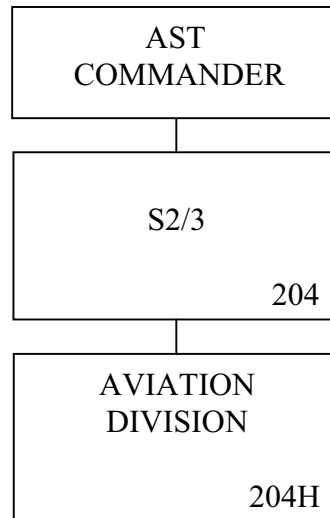
a. Operates a 24-hour MP Desk IAW USAREUR/EURO IMA Quality of Life Standards and applicable regulations.

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PART IV AREA SUPPORT TEAMS

- b. Conducts Military Police patrols and investigations; supervises the installation crime prevention and physical security programs; traffic control and conducts accident investigations. Apprehends absentees and deserters. Manages the registration of privately owned vehicles and firearms.
- c. Maintains liaison with German federal and local enforcement agencies.
- d. Participates in the Armed Forces Disciplinary Control Board.
- e. Coordinates, plans, organizes, staffs, directs, and controls the activities of the office.
- f. Prepares and coordinates law enforcement plans in support of NEO operations.
- g. Performs all administrative functions of the Military Police Station. Is also responsible for the Centralized Operations Police Suite (COPS)
- h. Responsible for the enforcement of law and order, and the planning and control of traffic. This function includes the MP Desk, patrol section, traffic section, civil liaison section, and Military Police Investigations.
- i. Conducts those investigations falling within the purview and responsibility of the Provost Marshal. MPI fulfills a special need for a military police investigation's element to address incidents, complaints, and matters not within the jurisdiction of the US Army Criminal Investigation Command (USACID).
- j. Responsible to conduct crime analysis to determine trends and then develop proactive programs to counter those trends.
- k. Assists the BSB PMO in performing physical security inspections and surveys for Active Army, DODDS, and non-appropriated fund activities within the installation's geographic area of responsibility (see AR 5-9).

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PART IV AREA SUPPORT TEAMS**SECTION 2 - S-2/3 ACTIVITIES/OPERATIONS.**

The S-2/3 coordinates the planning, operations, training, force protection, and mobilization activities at the community. He supervises financial management functions for those activities within the purview of the S-2/3 operation.

204H. AVIATION DIVISION.

Not available at AST Wuerzburg.

Supervises and coordinates flight and airfield operations and administration. Manages the local flying area within the community in coordination with other local and servicing agencies. Operates the airfield and provides flight support services to assigned, attached, and tenant aviation units and transient aircraft, including emergency services support 24 hours, 3 days a week. Provides operational services for the Airfield. These services include:

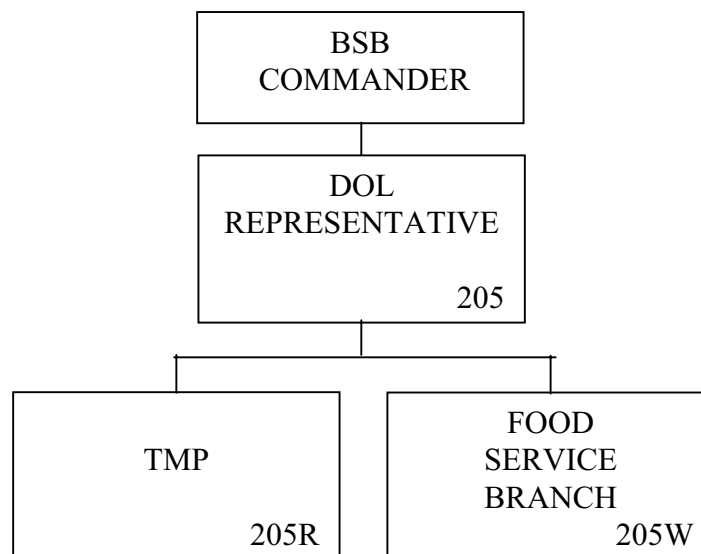
- a. Advises the AST Commander on airfield and flight operation matters.
- b. Monitoring all movements on the heliport.
- c. Operating the airfield dispatch office.
- d. Maintains and operates tower to meet host nation and Army Aviation standards.
- e. Plans, coordinates, and maintains Installation Crash Rescue Plan.
- f. Conducts monthly Crash Rescue drills to test readiness.

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PART IV AREA SUPPORT TEAMS

SECTION 3 - DOL ACTIVITIES/OPERATIONS.

Only available at AST Wuerzburg.



205. DOL REPRESENTATIVE.

Advises and assists the AST Commander in all matters pertaining to logistical support.

205R TRANSPORTATION MOTOR POOL (TMP).

Not available at AST Giebelstadt

- a. Maintains data and reports on nontactical vehicles usage to ensure sufficient assets are available to support community requirements.
- c. Maintains data and reports on DPW Remnant (non IFMS) nontactical and special purpose vehicles.
- d. Schedules regular preventive maintenance and repair of remnant fleet vehicles. Informs customers when service is done.
- e. Monitors and reports NTV availability, mileage and usage.
- f. Provides support to IFMS by checking vehicles for cleanliness and accident damage.
- g. Provides support in rotation of NTVs.

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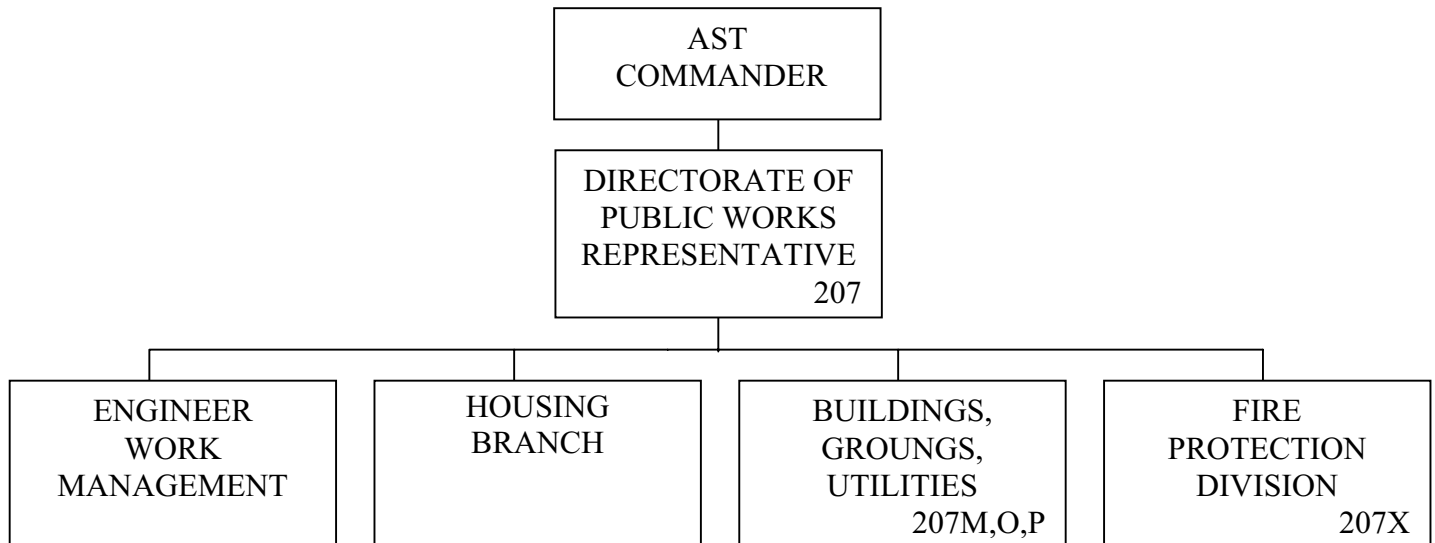
PART IV AREA SUPPORT TEAMS

- h. Informs and supports customers of leased vehicles on proper usage.
- i. Processes unit requests for official transportation (TDY, training, exercises contingencies and leasing) determining the most cost effective means IAW published guidance and command policies.

205W. FOOD SERVICE BRANCH.

- a. Provides centralized management, hiring, allocations, and administration of kitchen police personnel.
- b. Prepares schedule for kitchen police personnel.
- c. Manages the annual and sick leaves administration for kitchen police personnel.

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PART IV AREA SUPPORT TEAMS**SECTION 4 - DPW ACTIVITIES/OPERATIONS.****MISSION**

Responsible for planning and executing the community RPMA and Army Family Housing (FHSG) programs. This office plans, directs, coordinates, provides staff supervision, and serves as the principal advisor to the AST Commander on all matters relating to engineering, maintenance of real property, fire prevention and protection, and housing.

207. DPW REPRESENTATIVE.

The DPW representative is the community Facility Engineer (FE) and exercises staff supervision over all installation engineering functions. Responsible to the AST Commander for directing and coordinating all engineering activities, to include the provision of supplies and services, maintenance and management of material and equipment, movement of material and personnel, engineering support planning and readiness.

FACILITY ENGINEERS.

(For AST Illesheim, this function is performed by 235th BSB Fire Prevention and Emergency Division)

Responsible for planning and executing the community real property maintenance activities (RPMA) and FHSG maintenance activities. It interprets, implements, and formulates policies under prescribed regulations. It participates in all community activities pertaining to DPW areas of concern.

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PART IV AREA SUPPORT TEAMS

- a. Acts as principal staff advisor to AST Commander on matters pertaining to RPMA and FHSG functions. Directs and supervises the community's RPMA and FHSG management programs.
- b. Makes on-site staff visits and inspections with the AST commander, general staff, and DPW staff. Serves as an escort for visiting dignitaries relative to DPW matters.
- c. Enforces command and community-directed guidance for civilian personnel management program in management/employee relations, incentive awards program, employee performance standards and appraisals, disciplinary actions, training, etc. Provides advice to division chiefs and supervisors on all personnel actions.
- d. Enforces and responsible for records management, correspondence and suspense control, mail procedures, office supplies, files, documentation system, reproduction, and general administrative services for the organization.
- e. Prepares accident reports in German language (i.e., "lost time" and "way accidents").
- f. Gives guidance and assistance for training accomplishment.
- g. Prepares foreseen overtime requests and accepts emergency overtime requirements for approval by the authorizing official.
- h. Maintains and updates employee service record cards to reflect personnel actions, training courses, awards, corrective interviews, admonishments, and other pertinent information.
- i. Processes requests for severity allowance and ensures compliance with applicable regulations.
- j. Maintains a minimum of forms. Keeps a library on all necessary publications. (FE Illesheim only).
- k. Procures, stores, and issues office supplies for the DPW organization.
- l. Controls sick absences.
- m. POC for time and attendance.
- n. Issues temporary installation passes to personnel employed by the numerous contractors working for the DPW.

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PART IV AREA SUPPORT TEAMS

ENGINEER WORK MANAGEMENT.

Receives and processes all requests for work placed on the DPW by individuals and community activities for OMA, AFH, and other requestors. Coordinates material requirements and schedules all work for in-house forces. Prepares detailed working estimates for individual maintenance, repair, and/or minor construction jobs to be accomplished by the DPW work force. Visits sites of proposed work to determine physical condition and obtain basic data necessary for planning and estimating work. Discusses proposed work with the using activity to ensure requirements will be satisfied in the most economical manner. Performs inspections to determine and quantify the state of repair of community facilities.

- a. Operates a service call desk for the receipt of telephonic requests for minor M&R work, eliciting sufficient detail from callers to determine validity and urgency of request. Monitors all SOs and projects performed in-house and by contract. Assures problem resolution. Verifies completion and quality of work by review of job orders and service orders and on-site inspections.
- b. Transfers emergency work to shops or service trucks by radio or other expeditious means.
- c. Makes physical inspections and/or obtains additional information from customers as required.
- d. Ensures that requests involving elimination of security, safety, health, and welfare hazards are coordinated with appropriate staff offices and expedited and completed on a timely basis.
- e. Prepares weekly master schedule of major jobs. Presents the master schedule at weekly scheduling meetings. Reviews schedules to meet changing conditions.
- f. Coordinates the planning of shop work schedules and determines man-hour, material, and equipment availability for SOs, IJOs, and SOOs.
- g. Performs periodic reviews of all JORs/IJOs to determine timeliness and adequacy of processing and accomplishments, and tasks or recommends action on problem areas encountered.
- h. Assists in the development of the annual work plan.
- i. Coordinates the preparation of SOOs and repetitive IJOs, and reviews them for adequacy.
- j. Initiates requisitions of supplies for IJO, SO, SOO, and troop labor projects for the RPMA warehouse. Follows up on pending requisitions.
- k. Initiates procurement requests for non-stocked items.

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PART IV AREA SUPPORT TEAMS

207C. WORK AND SCHEDULE RECEPTION BRANCH.

Receives and processes all requests for work placed on the DPW by individuals and community activities for OMA and AFH and other requestors. Reviews JORs and SOs for compliance with regulatory requirements, feasibility, and adequacy. Coordinates material requirements and schedules all work for in-house forces, and/or work accomplished by contractors.

207E. RPMA/SELF HELP.

At AST Illesheim only.

- a. Receives supplies from RPMA. Maintains stock and issues small repair items to community members.
- b. Conducts classroom training to provide basic skills necessary to perform self help maintenance.
- c. Reviews proposed projects for feasibility of troop self help.
- d. Makes recommendations to Work Management Division.
- e. Assists in preparing plans and bill of materials.
- f. Provides technical assistance and training as required.
- g. Coordinates with Job Planning/Estimating Branch when DPW In-house assistance is necessary for projects.
- h. Supplies necessary hand tools and equipment.
- i. Maintains project files.
- j. Assures return of excess materials.

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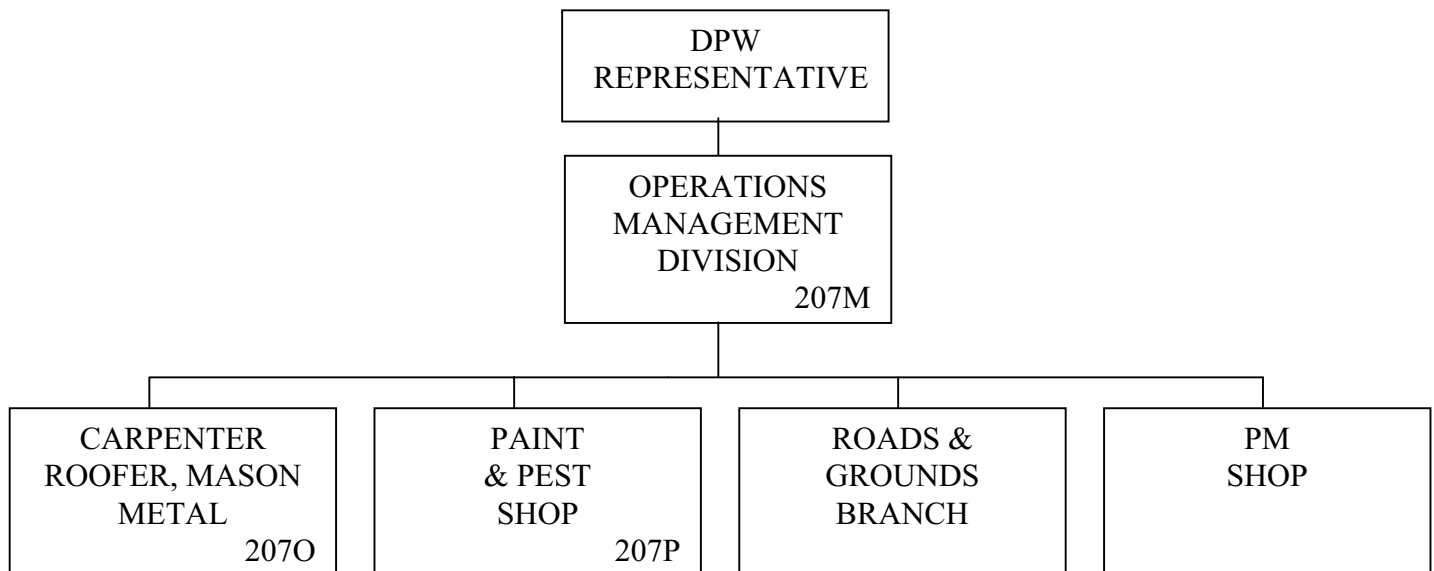
PART IV AREA SUPPORT TEAMS

207J. HOUSING SERVICE BRANCH. Only at AST Illesheim.

Provides centralized management of all housing functions of the community to include family housing requirements, assignments and off-post referral services; billeting functions pertaining to the assignments of all quarters; leased housing (LH), UPH, and community billeting program.

- a. Provides centralized management and administration of all community housing functions.
- b. Plans and executes the community's centralized housing management operations and activities by implementing appropriate Army regulations and other policy guidance established by higher headquarters.
- c. Formulates local policy and procedures to accomplish the missions of the housing organization.
- d. Determines housing requirements and develops current and long range utilization plans.
- e. Reviews and analyzes the operation. Directs conversions and diversions, monitors inventory and utilization, and advises the AST commander or his representative on the housing activities on- and off-post.
- f. Exercises technical supervision over the planning, programming, development, execution, and review and analysis of housing activities.
- g. Provides non-discriminatory housing referral services for off-post housing to include acquisition of dwelling units and contract services. Determines availability and solicits housing assets from local communities.
- h. Operates, maintains, and furnishes bachelor officer's quarters (OQ), and senior enlisted quarters (SEQ).
- i. Represents the community on housing policy and planning matters, and executes the Federal equal housing opportunity laws and programs.
- j. Performs and develops special projects as required and administers the installation housing management career program.
- k. Reviews all contracts for services and supplies relating to housing programs.
- l. Manages transient facilities.
- m. Provides community manager with occupant rosters for selecting and appointing area and building coordinators.

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PART IV AREA SUPPORT TEAMS**207. BUILDINGS AND GROUNDS BRANCH.****207M OPERATION MAINTENANCE DIVISION.**

Not available at AST Illesheim.

Plans, coordinates, and accomplishes maintenance, repair, and improvements to buildings, structures, roads, grounds, and drainage systems. Performs custodial services and pest control services. Manages (prepares specifications, monitors, etc.) short-form and service contracts for buildings and grounds type work. Performs technical reviews of all designs, alterations, and upgrading projects.

- a. Plans, coordinates, schedules, assigns, and supervises work involved in the maintenance, repair, and improvement of buildings, structures, and related appurtenances.
- b. Responsible for the preparation and administration of scheduling and supervising the execution phase.
- c. Develops and updates long-range plans for painting of facilities (interior and exterior). Manages work performed in-house and/or by contractor.
- d. Develops and updates long-range plans for repair/replacement of roofs. Maintains records on roof repairs. Manages work performed in-house and/or by contractor.

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PART IV AREA SUPPORT TEAMS

e. Supervises and controls the operation of the following shops and/or work units:

- (1) Carpentry
- (2) Masonry
- (3) Metal working
- (4) Painting
- (5) Roads & Grounds repair

f. Trains supervisory personnel in the implementation and application of safety, security, work simplification, and cost-reduction programs.

g. Supplies technical and historical data as required for records management, recurring and on-time reports, and miscellaneous reporting requirements.

h. Develops functional criteria for projects including buildings and structures and related appurtenances for use by ASG EP&S Division.

207O. CARPENTER / ROOFER / MASON / METAL SHOP.

Available at ASTs Illesheim and Wuerzburg.

a. Performs carpenter/roofing/masonry M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting for the shop.

b. Performs metal M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution, and work simplification. Performs all record keeping and reporting requirements for the shop.

207P. PAINT / PEST CONTROL SECTION.

Available at ASTs Illesheim and Wuerzburg.

Performs painting M&R work required within and at buildings and facilities. Trains personnel in the implementation and application of safety, security, work execution and work simplification. Performs all record keeping and reporting requirements for the shop.

207Q. ROADS / RAIL ROADS AND GROUNDS BRANCH.

Available at ASTs Illesheim and Wuerzburg.

a. Plans, coordinates, schedules, assigns, and supervises work involved in the maintenance, repair, and improvement of roads, pavements, airfields, hardstands, bridges, drainage systems, and training areas.

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PART IV AREA SUPPORT TEAMS

b. Develops and updates long-range work plans for maintenance of all paved areas through inspection of existing pavements. This includes roads, airfields, parking areas, and other hardstands.

c. Develops and updates snow and ice control plans. Develops training and material requirements for community self-help snow and ice control. Accomplishes and directs snow and ice removal operations.

d. Plans, programs, and accomplishes the management of land and water areas and renewable natural resources. Provides technical guidance and assistance to soil, vegetation, storm drainage, erosion, pest control, and topographic problems.

e. Provides technical input for improvement of land management conditions encountered by the in-house work force.

f. Reviews and provides technical guidance and assistance on contracts involving grounds improvements, landscaping, and pest control. Responsible for developing the community natural resource management plan.

g. Works with local host nation officials to minimize any existing or potential problems concerning land management functions.

h. Maintains improved grounds, to include irrigated and non-irrigated turf, athletic and recreational areas, all roads, hardstands, and sidewalks.

i. Prepares and implements long-range and annual plans for the maintenance and development of roads, grounds, forests, and recreational areas.

j. Responsible for planning, coordinating, and accomplishing programs to maintain improved grounds. Seeds, sods, applies lime and fertilizer, irrigates, and mows improved grounds. Plants, replaces, prunes, cultivates, and fertilizes landscape plantings.

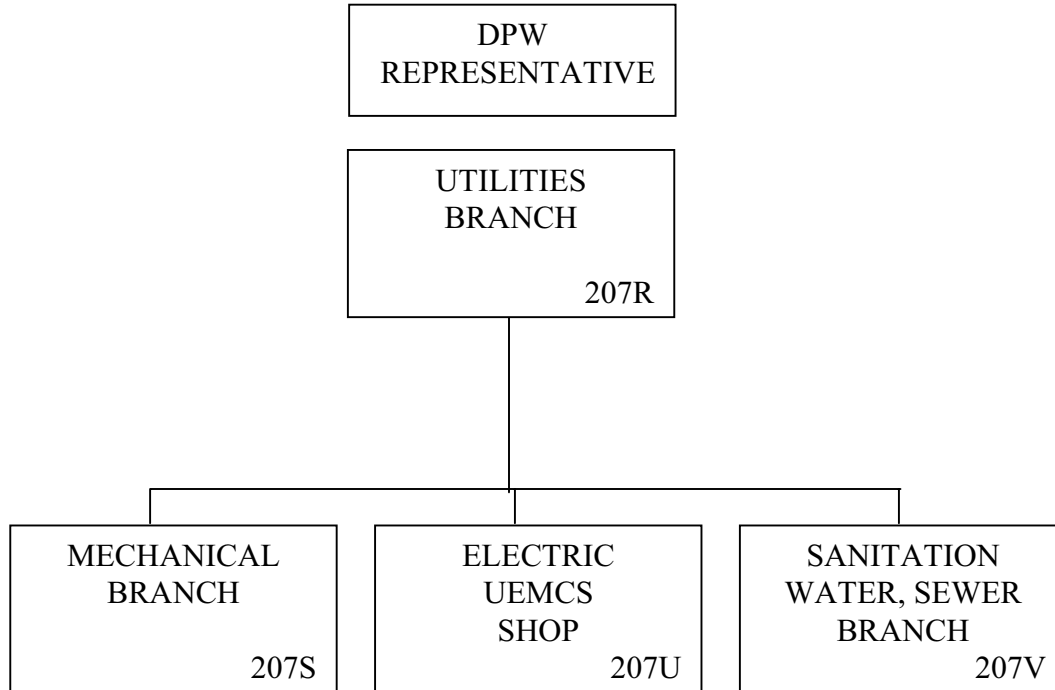
k. Supervises and controls the operation of the following DPW shops and/or work units:

- (1) Pavements
- (2) Grounds

l. Trains supervisory personnel in the implementation and application of safety, security, work simplification, and cost-reduction programs.

m. Supplies technical and historical data as required for records management, recurring and one-time reports, and miscellaneous reporting requirements.

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PART IV AREA SUPPORT TEAMS**207R. UTILITIES BRANCH.****207R. UTILITIES BRANCH.**

Only available at AST Wuerzburg.

Responsible for the planning, programming, and accomplishment of operation, maintenance, and repair of all community utility plants and systems; including boilers and heating plants and systems, water and sewage treatment plants and systems, and electrical systems. Provides refuse collection and disposal services. Provides solid fuels handling, storage and issue. Maintains and repairs food service equipment and petroleum, oil, and lubricant (POL) storage and dispensing systems. Monitors and provides feeder data for the environmental and energy conservation programs. Manages (prepares specifications, monitors, etc.) short-form and service contracts utilities type work.

- a. Assists in negotiations with non-Army users of DPW services to establish intra-agency agreements and define reimbursables.
- b. Recommends requirements for procurement, stockage, and issue of new/improved materials and tools not available from current stock.
- c. Establishes training programs and conducts courses of instruction in the most efficient methods of accomplishing operation, M&R of utilities systems.

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PART IV AREA SUPPORT TEAMS

207S. MECHANICAL BRANCH.

Not available at AST Giebelstadt.

Plans, coordinates, and accomplishes activities involved in the operation, maintenance, repair, and improvement of boiler and heating plants and systems; steam-fitting; mechanical ventilation, dehumidification, and evaporation cooling equipment; coal storage- and -handling equipment; domestic and miscellaneous refrigeration equipment; air-conditioning equipment; kitchen equipment; air compression equipment and systems; and liquid fuel storage and dispensing systems.

- a. Plans, coordinates, schedules, assigns, and supervises work involved in the operation, maintenance, and repair of mechanical facilities.
- b. Operates systems in the most energy-efficient and cost-effective manner.
- c. Works with DPW coordinator in planning DPW-related projects, ensures timely DPW tie-ins, and works with the DPW supplier as necessary. Performs plumbing and steamfitting, M&R work required within and at building and facilities. Performs all record keeping and reporting requirements for the shops.
- d. Provides instructions and guidance on operational and administrative shop requirements, and repair and maintenance schedules. Develops, adapts, and implements details and internal procedures in order to achieve directed assignments to improve productivity and efficiency of the shops and activities.
- e. Plans work assignments for individual craftsmen (Plumber and Pipefitter) or teams in accordance with maintenance schedules and work orders. Establishes priorities or emergencies.
- f. Organizes, directs and assigns work to craftsmen to maintain a balanced workload. Explains work order requirements and scope of maintenance work. Furnishes technical instructions on large-scale work and technical equipment.
- g. Inspects work sites and shop operations for compliance with instructions, work order requirements, shop rules and installation policies. Solves technical problems to eliminate work delays or to improve quality. Directs the correction of deficiencies.
- h. Repairs, replaces and maintains low pressure heating systems and equipment, piping system, oil- and gas-fired boilers, expansion tanks, circulating pumps, radiators, ventilation and air conditioning systems, heat recovery units, heat exchangers, hot water generators, district heat exchanging, and distribution systems. Performs alterations on heating systems as well as recurring programs (i.e., summer overhaul and scheduled maintenance).
- i. Repairs, replaces and maintains all exterior heating distribution systems. Conducts leak surveys on heating lines.

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PART IV AREA SUPPORT TEAMS

- j. Repairs, replaces and maintains components, water-, sewer- and utility systems in the buildings, as well as water softening and dosage equipment.
- k. Performs alterations and enlargements on utility systems in barracks type buildings and other structures which provide for a combination and variety of plumbing and sewage systems.
- l. Ensures that mechanical heating plants and systems are in accordance with requirements of applicable U.S. and host nation standards on construction, fire, safety, etc.
- m. Monitors liquid heating fuel deliveries and controls distribution to the end user.
- n. Initiates heating system repair work based on inspection findings. Inspects fuel tanks and makes inventories according to USAREUR/EURO IMA Reg 703-15.

207U. ELECTRICAL BRANCH.

Not available at AST Giebelstadt.

Plans, coordinates, schedules, assigns and supervises work involved in the operation, maintenance, and repair of electrical facilities.

- a. Conducts periodic inspections to determine current conditions of all utility plants and systems and recommends corrective measures to be taken.
- b. Recommends priorities of M&R of all utility plants and systems.
- c. Recommends requirements for procurement stockage and issue of improved materials and tools not available from current stock.
- d. Establishes training programs and contacts courses of instruction in the most efficient methods of accomplishing operation and M&R utility systems.

207U. UTILITIES AND ENERGY MONITORING AND CONTROL SYSTEM (UEMCS) SHOP.

Only available at AST Illesheim.

Responsible for operation, repair and maintenance of installed electronic utilities system control equipment (mainly the Utility Energy Monitoring Control System (UEMCS)), which is used primarily to optimize the use of energy within a facility and secondarily to increase the standard of service to the military and civilian population. Plan and coordinate alterations and additions to existing controls or new installations. Prepares all necessary records, reports and projects for repair, concerning activities of the UEMCS section, implementing all programs pertaining to the section required by higher authority.

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PART IV AREA SUPPORT TEAMS

- a. Responsible for continued communication with the central system, such as responding to upcoming alarms, requesting reports, putting in data and verifying operational schedules.
- b. Maintains system documentation, software and data backups.
- c. Responsible for adjustment of operation set points on a systematic and periodic review of all presently programmed I/O data points, checking hardware and installed controls for functioning, test supply voltage conditions, surge protectors and all other sub-control equipment, and repairing or replacing defective parts.
- d. Performs checks on quality controls on all control equipment, testing accuracy of sensitive devices and inspecting functionality of process of sub-systems periodically.

207V. SANITATION / WATER / SEWER SECTION.

Only available at AST Illesheim.

Plans, coordinates, and accomplishes activities pertaining to the operation, maintenance, repair, and improvement of water supply treatment, storage, and distribution systems, as well as sewage collection, treatment, disposal and distribution systems.

- a. Operates and maintains water pumping and treatment facilities including chlorinators, flourinators, and other devices installed in pumping stations. Evaluates operating logs and maintains records of plant operations.
- b. Operates and maintains sewage and industrial waste pumping stations and treatment plants for collection, transmission, treatment, and disposal of waterborne waste. Evaluates operating logs and maintains records of plant operations.
- c. Operates sanitary fills and incinerators. Collects and disposes of ashes from boiler plants. Conducts preventive maintenance on sanitary equipment and prepares operating logs and records.
- d. Determines personnel and training requirements for the branch.
- e. Plans and coordinates for M&R of all exterior water distribution systems and waterborne waste disposal systems. Conducts leak surveys on water and sewer distribution systems. Evaluates operating logs and maintains records of systems maintenance.

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PART IV AREA SUPPORT TEAMS

WATER SEWER SYSTEM.

Only available at AST Wuerzburg.

Plans, coordinates, and accomplishes activities pertaining to the operation, maintenance, repair, and improvement of water-supply treatment, storage, and distribution systems, as well as sewage collection, treatment, disposal, and distribution systems.

a. Operates and maintains water pumping and treatment facilities including chlorinators, flourinators, and other devices installed in pumping stations. Evaluates operating logs and maintains records of plant operations.

b. Operates and maintains sewage and industrial waste pumping stations and treatment plants for collection, transmission, treatment, and disposal of waterborne waste. Evaluates operating logs and maintains records of plant operations.

c. Plans and coordinates for M&R of all exterior water distribution systems and waterborne waste disposal systems. Conducts leak surveys on water and sewer distribution systems. Evaluates operating logs and maintains records of systems maintenance.

207X. FIRE PROTECTION.

Organizes and administers the fire prevention and protection activities of the community, including aircraft rescue and fire fighting. Develops and maintains an adequate fire prevention and protection program, including organization, administration, and supervision of area and unit fire marshal activities. Arranges for mutual aid response with nearby and other fire departments. Provides instruction to auxiliary fire fighters. Trains community personnel and instructs building occupants in applicable phase of fire prevention and fire evacuation drill. Makes regular fire prevention inspection of buildings, structures, and utilities.

a. Establishes and executes an effective fire prevention and protection program at community level.

b. Formulates and enforces community regulations covering reduction and elimination of fire hazards.

c. Responds to fire calls and takes prompt action to prevent loss of life. Extinguishes fires and minimizes fire and water damage.

d. Transmits alarms received to respective fire stations, fire chief, assistant fire chief, fire marshal or deputy fire marshal, DPW duty officer, military police and/or dispensary, as necessary.

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PART IV AREA SUPPORT TEAMS

e. Coordinates emergency plans for evacuation of personnel, control of fire, and salvage of property.

f. Investigates fires in conjunction with local S-2/3 to determine causes and corrective action necessary to prevent similar occurrence. Submits fire reports and preserves evidence for use by boards making formal investigation.

g. Maintains close liaison with municipal and voluntary fire stations, updates host nation fire-fighting forces on changes in installations and location of utilities to be used in fighting fires.

h. Maintains a 24-hour fire call service (unless under contract) that is responsive to the military community, to include a radio communications center, and coordinates with the host nation fire department.

i. Supervises area and unit fire marshal activities.

j. Trains professional and auxiliary fire fighters in fire prevention and protection techniques.

k. Trains community personnel and dependents in applicable phases of fire prevention and protection, fire evacuation drills, and use of fire apparatus.

l. Conducts regular fire prevention inspections of buildings, structures, and utilities in the community and at all satellite facilities. Reports findings of each inspection and maintains necessary records for follow-up to secure corrective action.

m. Determines that water supplies are adequate to support sprinklers and pumper operations. Fire fighters may assist in performing and analyzing annual hydrant flow tests performed by Utilities Division.

n. Performs visual inspection and informs Utilities Division if deficiencies are noted.

o. Installs, maintains, and recharges nontactical fire extinguishers. Operates and monitors fire alarm and communication equipment at all times.

p. Reviews project designs for compliance with fire prevention and protection standards and incorporation of necessary fire protection features.

q. Prepares and maintains fire department reports and records of operations, personnel, equipment, and supplies.

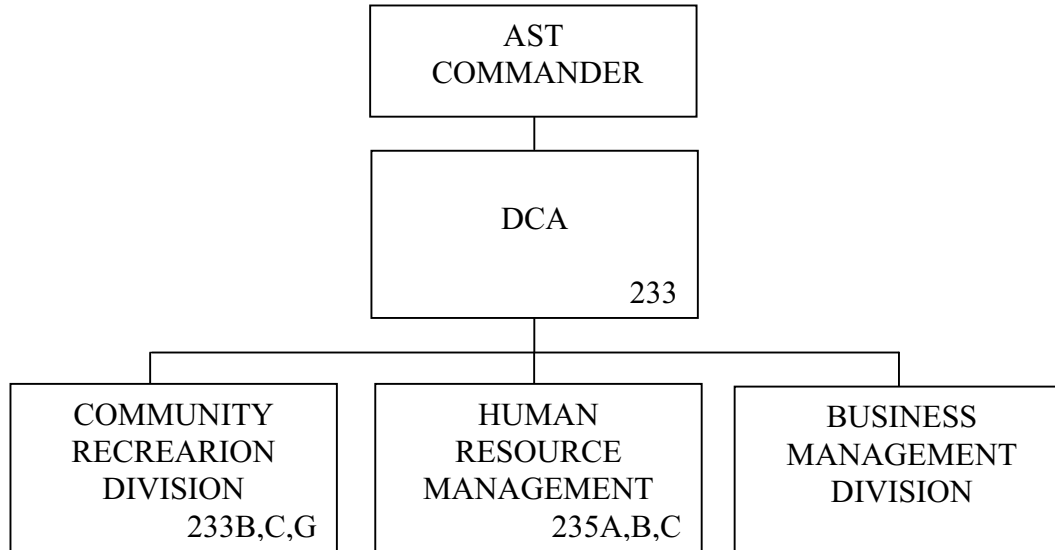
r. Prepares an evaluation of the community fire prevention and protection program at the end of the fiscal year.

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PART IV AREA SUPPORT TEAMS

- s. Prepares and recommends fire protection publicity for the community.
- t. Performs inspections at FCC homes and the child care center in the community.
- u. Performs inspections of work sites where welding operations, open flame operations, or other hazardous actions are conducted by in-house or contract personnel.

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PART IV AREA SUPPORT TEAMS**SECTION 5 - DCA ACTIVITIES/OPERATIONS.**

Programs at the AST level fall under the operational control of the BSB DCA. The DCA and AST Commander coordinate to resolve issues, plan programs, and adjust daily operations as required. DCA division chiefs have direct supervisory control and responsibility for staff who work in programs at the AST. The AST Commander has no supervisory authority over any DCA program operating at the AST. The AST Commander is the liaison between the Senior Tactical Commander and BSB DCA activities, and assists DCA to identify, modify, and provide support services to the AST.

233. COMMUNITY RECREATION DIVISION.

Not available at AST Wuerzburg.

Provides soldiers and family members the opportunity to participate in creative and constructive activities during their leisure time. Contributes to the successful recruitment and retention of quality soldiers through the development of physical fitness, manual dexterity, creative and social skills, and the general improvement of quality of life.

233B. AUTO CRAFTS BRANCH.

Not available at AST Wuerzburg.

- a. Provides equipment and professional guidance to soldiers and family members in the repair and maintenance of POVs.
- b. Maintains automotive tools and equipment.

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PART IV AREA SUPPORT TEAMS

- c. Provides automobile towing/wrecker service through the BSB.
- d. Operates a MWR stripping yard and related services. (AST Illesheim)
- e. Responsible for MWR Donated Vehicle Program. (AST Illesheim)

233C. LIBRARY SERVICE BRANCH.

- a. Provides the military community with effective library services, current, retrospective, and authoritative multimedia materials in all subject fields.
- b. Provides support to the overall morale, welfare, and recreation mission.
- c. Provides academic support to the General Education Development (GED) program, the Predischarge Education Program (PDEP) and other training programs.
- d. Provides mission support information.
- e. Stimulates the use of library resources and programs.
- f. Provides children's and young adult's reading and audio-visual materials and programming.
- g. supports resident courses offered by colleges and universities.
- h. Coordinates requirements for USAREUR/EURO IMA Library Exchange Program.
- i. Provides networked computer support for research efforts and communications. With support of main library, offers basic computer operations classes.

RECREATION CENTER BRANCH AND BETTER OPPORTUNITIES FOR SINGLE SOLDIERS (BOSS).

Provides, implements, administers, and directs programs that promote quality of life, ethnic and cultural understanding and appreciation, self-development, and enjoyment to families, single soldiers, DoD employees, military members, and local nationals.

- a. Designs, administers, and conducts local tours to include, but not limited to, castles, amusement parks, shopping areas, and volksmarches.
- b. Sponsors classes in aerobics, jazzercise, ballroom dancing, musical lessons, language courses, etc.

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PART IV AREA SUPPORT TEAMS

- c. Promotes usage of facility through unit functions, parties, special events, etc.
- d. Hosts and sponsors DoD shows, USO shows, and entertainment of all types while working with the entertainment branch.
- e. Offers and works with the EEO to host and/or conduct cultural programs.
- f. Sponsors tournaments to include, but not limited to, pool tournaments, dominos, spades, Ping-Pong, etc.
- g. Supervises and administers the BOSS program.
- h. Creates a diverse overall program for the entire community while consciously working with other organizations, branches, and directorates.

233G. ATHLETICS/SPORTS BRANCH.

- a. Supervises the athletic and sports training program for the community, emphasizing team and individual sports at the unit level.
- b. Operates and schedules the use of the gym, swimming pool, tennis courts, and outdoor playing fields.
- c. Requisitions and controls issue of sports and athletic equipment.
- d. Provides adequate equipment for all scheduled sports activities.
- e. Prepares schedule for all sports tournaments.
- f. Provides expertise, support, and coordination for intra-battalion sports programs.

235. HUMAN RESOURCE MANAGEMENT.

Provides community oriented social service programs designed to assist the AST/BSB commander by identifying emerging social issues, which would detract from unit and individual readiness. Assists soldiers and their families through the development and provision of programs to meet their individual and BSB needs.

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PART IV AREA SUPPORT TEAMS

INSTALLATION VOLUNTEER COORDINATOR.

The BSB Installation Volunteer Coordinator operates a community based system for managing and coordinating activities, supporting AST volunteer requirements.

- a. Recruits and places volunteers.
- b. Develops a job bank of volunteer jobs and job descriptions for all volunteer agencies on the installation.
- c. Organizes an advisory council of volunteer managers.
- d. Provides volunteer and volunteer supervisor training.
- e. Maintains and tracks volunteer data.
- f. Plans and coordinates community volunteer recognition events.

235A. ARMY COMMUNITY SERVICE (ACS) BRANCH.

The AST ACS supports the AST Commander by offering basic services (i.e., Information, Referral, and Follow-up, Consumer Affairs and Financial Assistance), and converts to a Family Assistance Center during major deployments. Outreach, Family Advocacy, Foster Care, and Exceptional Family Member programs are supported by the BSB ACS Center.

235B. YOUTH ACTIVITY BRANCH.

Provides activities, programs, services, and facilities for children, youth, and family welfare, social, and recreational needs and enjoyment.

- a. Develops programs for children and youth in age groups 6-19 years old.
- b. Promotes cultural and ethnic awareness.
- c. Provides social recreation.
- d. Provides adult education programs for coaches and officials.
- e. Establishes after school and summer recreation programs.
- f. Coordinates with non-governing councils (YS, teen, school-age councils, and Booster Club).

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PART IV AREA SUPPORT TEAMS

- g. Conducts volunteer program IAW community requirements.
- h. Responsible for individual and team sports program.

235C. CHILD DEVELOPMENT SERVICES BRANCH.

The Child Development Services Branch operates a community-based system for managing and coordinating quality child development programs and services for children ages birth to 12 years of age. This network of services provides options that reduce the conflict between parental responsibilities and unit mission requirements. These programs operate through various child care options which include:

- a. Child Development Centers (center-based).
- b. Family Child Care (quarters-based).
- c. Supplemental Programs and Services (central enrollment registry, School-age/Latch-key, and other optional programs outlined in AR 608-10).

BUSINESS MANAGEMENT BRANCH.

Available at AST Illesheim.

Business Management activities are an integral part of the AST community. Operating community clubs, bowling facilities, special events, and concession outlets.

CLUBS.

- a. Provides entertainment, food, recreation machines, and a place for soldiers and their family members to socialize during their leisure time.
- b. Provides space for conferences and meetings.
- c. Provides catering services for parties and command functions.

BOWLING CENTERS.

- a. Provides bowling activities for all soldiers and their family members.
- b. Provides programs for youth activities.
- c. Provides instructions for beginners.

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PART IV AREA SUPPORT TEAMS

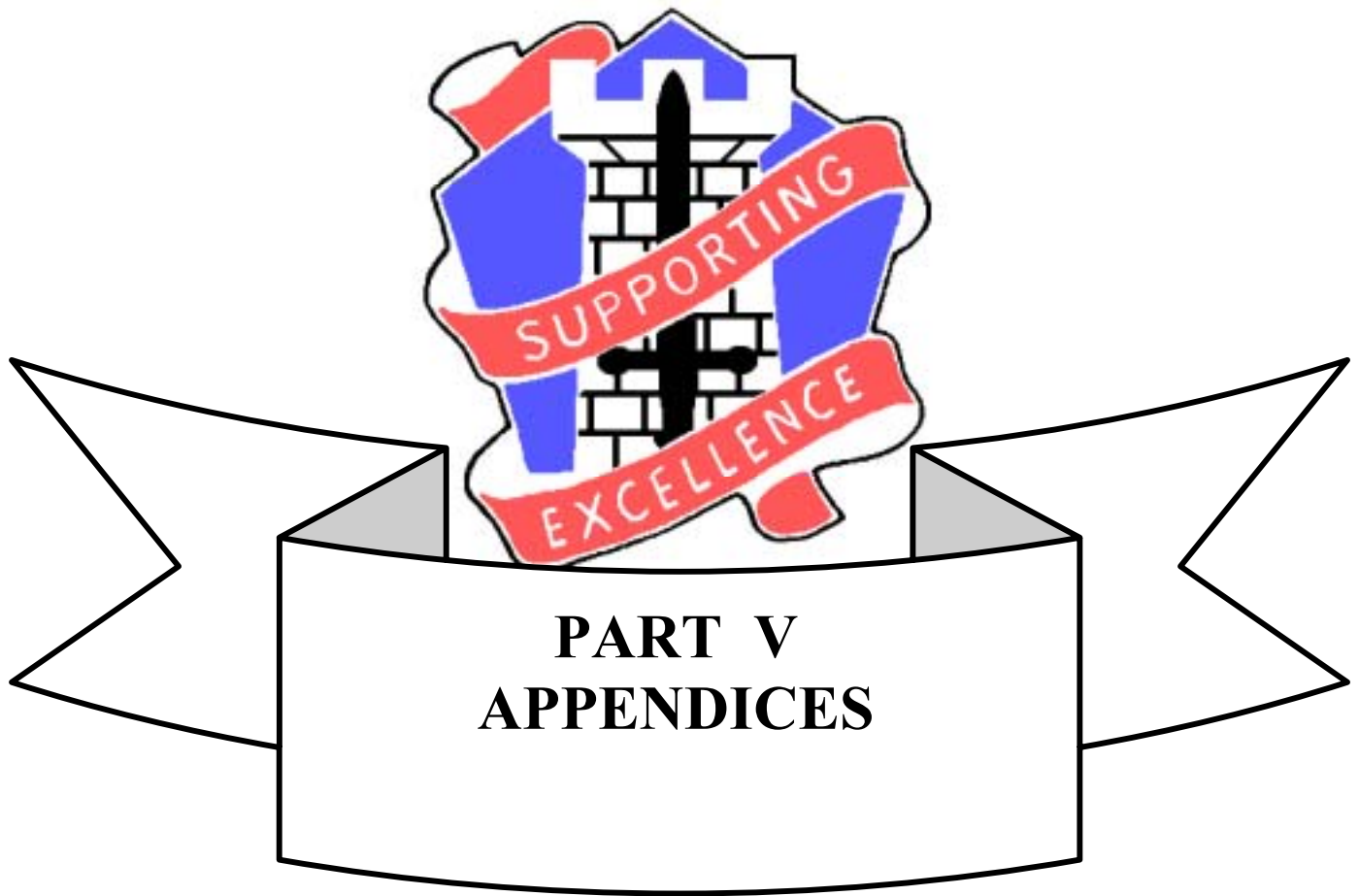
- d. Provides snack operation.
- e. Provides sanctioned leagues and tournaments.

SPECIAL EVENTS.

- a. Provides and coordinates all MWR special events.
- b. Operates a music/video outlet.

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**ORGANIZATION
AND
FUNCTIONS
MANUAL**



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PART V APPENDICES***APPENDIX A*****GLOSSARY**

5-YIP 5-Year Improvement Plan

A

A/E Architecture-Engineering
AAA Army Audit Agency
AAFES Army and Air Force Exchange Services
ACAP Army Career and Alumni Program
ACES Army Continuing Education System
ACOE Army Communities Of Excellence
ACS Army Community Service
ADAPCP Alcohol and Drug Abuse Prevention and Control Program
ADCO Alcohol and Drug Control Officer
ADP Automatic Data Processing
ADPE Automated Data Processing Equipment
AER Army Emergency Relief
AFH Army Family Housing
AFTB Army Family Team Building
AIEP Army Ideas of Excellence Program
AMEDD Army Medical Department
AMSC Army Management Structure Codes
ANCOC Advanced Noncommissioned Officer Course
AOB Annual Operating Budget
AOP Allied Ordnance Publication
AOR Area of Responsibility
APF Appropriated Funds
APIC Army Performance Improvement Criteria
APT Army Personnel Test
AR Army Regulation
ASACS Adolescent Substance Abuse Counseling Services
ASF Army Stock Fund
ASG Area Support Group
ASL Authorized Storage List
AST Area Support Team

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PART V APPENDICES***APPENDIX A*****B**

B&G	Buildings and Grounds
BASOPS	Army Base Operations
BCC	Battle Coordination Center
BEP	Black Employment Program
BMM	Borrowed Military Manpower
BNCOC	Basic Noncommissioned Officer Course
BOA	Basic Order Agreement
BOQ	Bachelor Officer's Quarters
BOSS	Better Opportunities for Single Soldiers
BPA	Blanket Purchase Agreements
BSB	Base Support Battalion

C

CAD	Central Accounting Division
CAFAP	Consumer Affairs and Financial Assistance Program
CAO	Casualty Assistance Officer
CAO	Central Accounting Office
CAO	Chaplain Activities Office
CAO	Collateral Action Officer
CBE	Command Budget Estimate
CCF	Central Clearance Facility
CCP	Community Command Plan
CDE	Chemical Defense Equipment
CDS	Child Development Services/Centers
CEL	Civilian Employment Level
CEMS	Consolidated Engineering Management Systems
CFE	Conventional Forces Europe
CI	Command Information (used icw. PAO)
CI	Counter-Intelligence (used icw. S-2/3)
CIF	Central Issue Facility
CIMIC	Civil-Military Cooperation
CINCUSAREUR	Commander in Chief, United States Army, Europe, and Seventh Army
CIP	Command Inspection Program
CMC	Consolidated Maintenance Center
CMCW	CMC Wuerzburg
CMF	Career Management Field
CMHE	Commercial Material Handling Equipment

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PART V APPENDICES***APPENDIX A***

CFC	Combined Federal Campaign
CMRP	Command Master Religious Plan
CMWRF	Consolidated MWR Fund
COB	Command Operating Budget
COC	Community Operations Center
COMMEL	Communication Electronics
COMSEC	Communications Security
CONUS	Continental United States
COR	Contracting Officers Representative
CPMC	Capital Purchase and Minor Construction
CPO	Civilian Personnel Office
CPPSO	Consolidated Personal Property Shipping Office
CPX	Command Post Exercise
CSOP	Command Supply Discipline Program
CSUP	Command Security Upgrade Program
CTA	Combat Training Area
CTA	Common Table Allowance
CTT	Common Task Training

D

DA	Department of the Army
DANTES	Defense Activity for Nontraditional Education Support
DARE	Drug Abuse Resistance Education Program
DCA	Director of Community Activities
DCSLOG	Deputy Chief of Staff, Logistics
DCSRM	Deputy Chief of Staff, Resource Management
DEIS	Defense Energy Information System report
DH	District Heat
DINAH	Desktop Interface to AUTODIN Host
DIRS	Defense Regional Inter-service Support
DISTAFF	Directing Staff
DODDS	Department of Defense Dependent Schools
DODDSEUR	Department of Defense Dependent Schools Europe
DODIG	Department Of Defense Inspector general
DORS	Defense Outplacement Referral System
DoD	Department of Defense
DPM	Direct Procurement Method
DRA	Director of Religious Activities
DRIS	Defense Regional Inter-service Support
DRM	Directorate of Resource Management
DRMO	Defense Reutilization and Marketing Office
DRMP	DOD Real Property Management
DUI/DWI	Driving Under Influence

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PART V APPENDICES**APPENDIX A****E**

EACH	Emergency Action Center
EEC	Emergency Essential Civilian
EEFI	Essential Elements of Friendly Information
EEO	Equal Employment Opportunity
EFMP	Exceptional Family Member Program
ELC	Engineer Logistics Center
EMCS	Energy Monitoring and Control System
EO	Equal Opportunity
EOA	Equal Opportunity Advisor
EPS	Engineer Performance Standard
ESD	Engineering Support Division
EUD	Engineer District, Europe

F

FCB	Financial Control Branch
FCC	Family Child Care
FFE	Furniture and Furnishings Equipment
FLIP	Flight Information Publication
FRG	Federal Republic of Germany
FSE	Fire Support Element
FSHG	Family Housing Support Group
FTX	Field Training Exercise
FWP	Federal Woman's Program
FYP	Five Year Plan

G

GAO	General Accounting Office
GED	General Education Development
GOC	Government owned Container
GOCO	Government-Owned Contractor-Operated
GRHP	Government Rental Housing Program
GSE	General Support Equipment
GTA	Graphic Training Aid

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PART V APPENDICES***APPENDIX A*****H**

HAP	Humanitarian Assistance Program
HEP	Hispanic Employment Program
HHC	Headquarters, Headquarters Company
HHD	Headquarters, Headquarters Detachment
HNS	Host Nation Support
HOMES	Housing Operations Management System
HQ	Headquarters
HQDA	Headquarters, Department of the Army

I

IAW	In Accordance With
IC	Internal control
ICO	Installation Control Officer
IDF	Indefinite Delivery Type
IDG	Installation Design Guide
IFSM	Integrated Facility Systems Manager
IG	Inspector General
IGAR	Inspector General Action Request
IM	Information Management
IMA	Information Mission Area
IMA	Installation Management Agency
IMCP	Internal Management Control Plan
IMMA	Installation Materiel Maintenance Activity
IMO	Information Management Officer
IMP	Information Management Plan
INF	Intermediate Nuclear Force
IRAC	Internal Review and Audit Compliance
ISSO	Information Systems Security Officer
ISR	Installation Status Report
ITAADS	Installation of the Army Authorization Documents System
ITC	In-processing Training Center
ITO	Installation Transportation Office(r)
IVC	Installation Volunteer Coordinator

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PART V APPENDICES***APPENDIX A*****J**

JAC	Job Assistance Center
JAWG	Joint Action Working Group
JFTR	Joint Federal Travel Regulation
JIRSG	Joint Inter-service Resource Study Group
JROTC	Junior Reserve Officer Training Corps
JSIDS	Joint Service Intrusion Detection System

K

KO	Contracting Officer
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L

LES	Leave and Earnings Statement
LN	Local National
LTA	Local Training Area

M

M&R	Maintenance and Repair
MAA	Mission Area Analysis
MCA	Major Construction, Army
MCP	Management Control Process/Program
MEDCOM	Medical Command
MEL	Maintenance Expenditure Limits
METL	Mission Essential Task List
MI	Military Intelligence
MILCOMS	Military Community
MILES	Multiple Integrated Laser Equipment System
MIPR	Military Interdepartmental Purchase Requests
MIS	Management Information System
MMA	Motor Maintenance Activity
MMM	Marneland Maintenance Management
MOBTDA	Mobilization Table of Distribution and Allowances
MOC	Management Of Change
MOI	Memorandum Of Instruction
MOS	Military Occupational Specialty
MP	Military Police
MRA	Maneuver Rights Areas
MRO	Medical Regulating Office(r)

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PART V APPENDICES***APPENDIX A***

MS-3	Manpower Staffing Standards System
MTF	Medical Treatment Facility
MTMC	Military Traffic Management Command
MTOE	Modification Table of Organization and Equipment
MWR	Morale, Welfare and Recreation
MYR	Mid-Year Review

N

NAF	Nonappropriated Fund(s)
NAFI	Nonappropriated fund instrumentality
NAFMC	NAF Major Construction
NATO	North Atlantic Treaty Organization
NBC	Nuclear, Biological, Chemical
NBCWRS	Nuclear, Biological Chemical Warning & Reporting System
NCO	Noncommissioned Officer
NCOER	NCO Evaluation Reports
NCOIC	Non Commissioned Officer In Charge
NEO	Non-Combatant Evacuation Order
NTV	Nontactical Vehicle

O

OCIE	Organizational Clothing and Individual Equipment
OCS	Officer Standard School
OER	Office Evaluation Reports
OIC	Officer In Charge
OMA	Operation and Maintenance, Army
O&O	Organization and Operation
OPCON	Operational Control
OPLAN	Operations Plan
OPSEC	Operations Security
OSD-PIF	Investment Fund
OSD-PIF	Office of the Secretary of Defense - Productivity
OSHA	Occupational Safety and Health Action
OSIA	On-Site Inspection Agency

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PART V APPENDICES**APPENDIX A****P**

PA	Physician Assistant
PAO	Public Affairs Office
PARR	Program Assessment Review Report
PAWG	Program Activity Working Group
PBO	Property Book Office
PCIP	Productivity Capital Investment Program
PCS	Permanent change of station
PD	Program Director
PDEP	Pre-discharge Education Program
PECIP	Productivity Enhancing Capital Investment Program
PERSCOM	Personnel Command
PLDC	Primary Leadership Course
PLL	Prescribed Load List
PMCS	Preventive Maintenance Checks and Services
PMO	Provost Marshal Office
POC	Point Of Contact
POL	Petroleum, Oils and Lubricants
POV	Privately Owned Vehicle
PPPO	Personal Property Processing Office
PPSO	Personal Property Shipping Office
PRD	Personnel Readiness Date
PRD	Personnel Records Division
PSC	Regional Personnel Company
PSYOPS	Psychological Operations
PT	Physical Training
PWRS	Prepositioned War Reserve Stock

Q

QAE	Quality Assurance Expert
QOL	Quality-of-Life
QRIP	Quick Return on Investment Program

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PART V APPENDICES***APPENDIX A*****R**

R&A	Review and Analysis
RAC	Risk Assessment Code
RDD	Required Delivery Date
RG	Resource Guidance
RIMP	Army Risk Management Program
RM	Resource Management
RMP	Resource Management Plan
RMP	Resource Management Plan
ROS	Reports of Survey
ROTC	Reserve Officer Training Corps
RPD	Resource Planning Directive
RPMA	Real Property Maintenance Activities
RRAG	Resource Review Advisory Group
RSSA	Regional Supply Support Activity
RTL	Resource Control Ledger

S

SAEDA	Subversion And Espionage Directed Against the Army
SALK	School Age Latch Key
SBC	Service Based Costing
SCAR	Security Clearance Access Roster
SCI	Sensitive Compartment Information
SCIF	Special Compartment Information Facilities
SCO	Statistical Control Office
SD	Special Duty
SDT	Skill Development Testing
SIGINT	Signal Intelligence
SIR	Serious Incident Report
SME	Subject Matter Expert
SO	Service Order
SOC	Soldier Opportunity College
SOFA	Status Of Forces Agreement
SOHI	Safety and Occupational Health Interface
SOP	Standing Operating Procedure
SPS	Supplemental Programs and Services
SSC	Supply Support Center
SSO	Supply Support Office
STAMIS	Standard Army Management Information System
STANFINS	Standard Financial System
STATPRO	USAREUR Stationing Program
STP	Separation Transition Point
STU	Secure Telephone Unit

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PART V APPENDICES***APPENDIX A*****T**

TAA	Total Army Analysis
TASO	Terminal Security Officer
TBB	Transition Bulletin Board
TD	Temporary Duty
TDA	Table of Distribution and Allowances
TDR	Technical Data Report
TDR	Traffic Distribution Record
TDY	Temporary Duty
TFC	Theatre Finance Command
THREATCON	Threat Condition
TIM	Transformation of Installation Management
TISA	Troop Issue Subsistence Activity
TLA	Temporary Lodging Allowance
TMP	Transportation Motor Pool
TOE	Tables of Organization and Equipment
TOR	Technical Oversight Representative
TPFDD	Time Phases Force Development Data
TQM	Total Quality Management
TSC	Training Support Center
TSD	Training Support Division
TSO	Training Support Office

U

U.S.	United States
UCAS	USAREUR Community Automation System
UCOFT	Unit Conduct of Fire Trainer
UEMCS	Utilities and Energy Monitoring and Control System
UEMCS	Utility Energy Monitoring System
UIC	Unit Identification Code
UMR	Unit manning report
UMT	Unit Ministry Team
UNITREP	Unit Status and Identity Report
UPH	Unaccompanied Personnel Housing
URR	Unconstrained Requirements Report
URR	Unit Readiness Report
USAAA	U.S. Army Audit Agency
USACCE	U.S. Army Contracting Command Europe
USAF	United States Air Force
USAFE	United States Air Force, Europe

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PART V APPENDICES

APPENDIX A

USAR	U.S. Army Reserve
USAREUR	U.S. Army, Europe, and Seventh Army
USATSC	US Army Training Support Center
USEUCOM	U.S. European Command
USO	United Services Organization
USR	Unit Status Report

V

VE	Value Engineering
VI	Visual Information
VI	Visual Information

W

WBK	Wehrbereichs Kommando
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X

Y

YS	Youth Activities/Services
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Z

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PART V APPENDICES***APPENDIX B*****TOTAL ARMY QUALITY (TAQ).**

Reference: AR 5-1, Army Management Philosophy

"Quality Management is not just a strategy. It must be a new style of working, even a new style of thinking. A dedication to quality and excellence is more than good business. It is a way of life, giving something back to society, offering your best to others."

- President George Bush.

The 98th Area Support Group (ASG) Organization and Functions Manual (O&F) depicts the total BASOPS responsibilities of the ASG, including Base Support Battalions (BSB) and Area Support teams (AST). The reality of the times demand that we closely reexamine how best to operate and maintain our installations. We are now entering an era of breathtaking change. We live in a global marketplace, which puts enormous competitive pressure on our economic and governmental institutions. Army Regulation 5-1 (Army Management Philosophy) reemphasizes the Army's continuing pursuit of excellence through quality and establishes the Total Army Quality (TAQ) as the Army's management philosophy. TAQ is designed to channel the energy of every Army organization towards achieving the Army leadership's vision through accomplishment of goals. The approach is to understand TAQ as a set of concepts and principles, with supporting methodologies, techniques, tools and skills. AR 5-1 addresses Army-wide implementation of TAQ and defines TAQ as a leadership philosophy and management approach.

The 98th ASG's intent is to institute a business ecosystem that creates networks of relationships with customers, suppliers, and rivals to gain greater competitive advantage. It is our challenge to learn how to work in a world of business ecosystems, where we get other players to co-evolve with our vision of the future. This approach might not naturally match the skills of the classic military view of strategy deployment. However, in doing that, we keep sight of our customers, know exactly who we want to serve, and how we want do to it. We are in an opportunity arena, and it must be absolutely clear on what basis we win against the competition. This philosophy will be our guide as we continue to restructure strategy from an annual, one time occurrence during fiscal execution, and make it a daily part of our managers' activity.

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PART V APPENDICES***APPENDIX B***

Total Army Quality (TAQ), cont.

The intent to develop a basis for a distinct competitive position in the market place can only be achieved through actionable and effective directions, incorporating measures that permit clear communication, and tracking of progress and performance. Consistent deployment dictates the implementation of strategic management practices and behaviors into our daily operations and the consequent evaluation of management implications. To foster this behavior and raise awareness throughout the installation, the Command assesses all management echelons through application of the **Army Performance Improvement Criteria (APIC)**.

"Every ASG and BSB is expected to conduct self-assessments using the Army Performance Improvement Criteria (APIC)."

- LTG Robert S. Coffey, DCG, 11 Feb 1999

The Malcolm Baldrige National Quality Award Criteria for Performance Excellence and the PQA Criteria form the essence of APIC.

The **APIC** self-assessment is the foundation for the rationale in selecting improvements of the overall effectiveness and efficiency of Army organizations in delivering continuous value to customers, resulting in mission success. The criteria are built upon a set of core values and concepts. These values and concepts are fundamental for integrating key performance requirements within a results-oriented framework.

Commanders, activity chiefs, supervisors, and leaders at all echelons within this command use the **APIC** to assess activity performance and align responsible Key Processes and Key Support Processes. The ASG's motto - "One Vision! One Team! One Journey!" emphasizes the fact that the values and expectations outlined in our future doctrine will not be altered.

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PART V APPENDICES

APPENDIX C

SERGEANT MAJOR'S COMMON RESPONSIBILITIES.

1. Advises on matters pertaining to enlisted personnel welfare and morale, terms of assignments, utilization, training, operations, and logistics.
2. Provides counsel and guidance to enlisted members.
3. Requisitions and maintains accountability for station property and MTOE equipment.
4. Coordinates transportation, work orders, and telephone repair requests for the section.
5. Maintains liaison with counterparts and sergeants major at USAREUR, V Corps, 7th MEDCOM, and 1st PERSCOM via conferences and visits.

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PART V APPENDICES

APPENDIX D

INTERNAL CONTROL RESPONSIBILITIES.

- a. Managers are responsible for conducting periodic reviews of their functional area utilizing DA Internal Control Check Lists, or other management control review processes (i.e., Command Supply Discipline Program, audits, etc.) to meet their mission accomplishment.
- b. Managers will identify and report all material weaknesses detected internally (i.e., checklists) or externally (i.e., audit and IG reports), schedule complete corrective actions to eliminate any weaknesses discovered, thereby sustaining internal controls. Assessable Unit Managers must include an explicit statement of responsibility in the performance agreements (i.e., AR 11-2 part IV, DA Form 67-8-1).
- c. BSB Commanders are required to write an Annual Assurance Statement, listing all detected Material Weaknesses (MWs) within their command. Annual Assurance Statements are due to ASG DRM by July each year. ASG DRM prepares based on ASG and BSB input the overall ASG Annual Assurance Statement which is due to HQ USAREUR/EURO IMA by August. HQ USAREUR/EURO IMA forwards consolidated input to HQ DA. Management Control is a Congressional requirement (Public Law 97-225).
- d. Managers will adhere to Public Law 97-225 and the 12 General Accounting Office (GAO) standards.
- e. GAO standards are:
 - (1) Reasonable Assurance:

Deter or detect material failures of functional areas and provide reasonable assurance that the mission will be accomplished.
 - (2) Supportive Attitude:

Maintain and demonstrate a positive and supportive attitude toward Internal Management Control at all times.
 - (3) Competent Personnel:

Maintain a level of competence that allows them to accomplish assigned duties, as well as understand the importance of developing and implementing good Internal Management Controls.

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APPENDIX D

(4) Control Objectives:

Identify and develop logical, applicable and reasonable internal control objectives.

(5) Control Techniques:

Accomplish mission with effective and efficient control techniques which are included in, but are not limited to, specific policies, procedures, organization arrangements (including separation of duties, reconciliation, suspense, and physical observation actions), as well as essential physical measures (such as locks and fire arms).

(6) Documentation:

Clearly document all transactions and other significant events which are always readily available for examination.

(7) Recording of Transactions and Events:

Promptly record and properly classify transactions and other events.

(8) Execution of Transactions and Events:

Authorize and execute transactions within the scope of authority.

(9) Separation of Duties:

Separate key duties and responsibilities in authorizing, processing, recording, and reviewing transactions.

(10) Supervision:

Ensure mission is achieved by qualified and continuous supervision.

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APPENDIX D

(11) Access to and Accountability for Resources:

Limit access to resources and records, and assign and maintain accountability for the custody and use of resources to authorized individuals. Periodic comparison shall be made of the resources with the recorded accountability to determine whether the two agree. The frequency of the comparison shall be a function of the vulnerability of the asset.

(12) Prompt Resolution of Audit Findings:

Promptly evaluate findings and recommendations reported by auditors; determine proper actions in response to audit findings and recommendations; and complete, within established timeframes, all actions that correct or otherwise resolve the matters brought to management's attention.

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ADMINISTRATIVE SERVICES RESPONSIBILITIES.

- a. Receives and distributes incoming mail. Provides messenger service; and receives, controls, and processes classified and unclassified correspondence.
- b. Establishes and maintains documentary controls, as required, over all classified material to include operation of repository and destruction of classified material.
- c. Maintains administrative files to include suspense, office policy, daily reading, reference material, SOPs, regulatory authorities, and similar files.
- d. Maintains informal personnel files and locator cards for assigned personnel. Coordinates, maintains, and monitors personnel information, alert and duty rosters, leaves, awards and decorations, promotions, and personnel replacements. Maintains and submits civilian time and attendance reports. Manages and/or coordinates training and schooling for military and civilian personnel.
- e. Establishes internal policy and provides guidance on office administrative matters.
- f. Maintains suspense system to ensure timely reply to correspondence.
- g. Provides internal supply support, to include control and accountability for non-expendable property and the requisitioning, receipt, and distribution of supplies, equipment, publications and forms.
- h. Prepares, types, and assembles correspondence and reports.
- i. Operates and monitors operating condition of office machines.
- j. Answers telephones, keep calendars, make appointments, receives and directs visitors.

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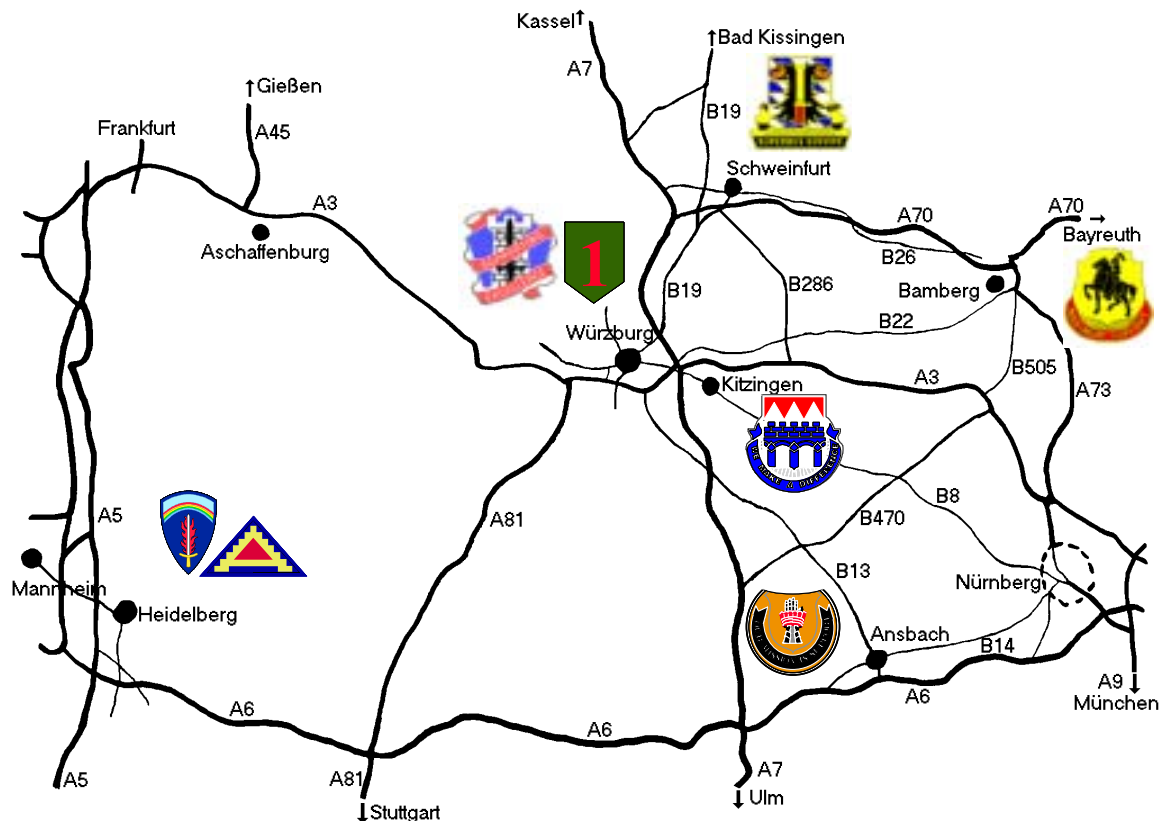


**PART VI
MISCELLANEOUS
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PART VI MISCELLANEOUS INFORMATION**Distance chart - Location of the 98th ASG Wuerzburg**

This distance chart depicts the geographical location of HQ USAREUR/EURO IMA/7A, V-Corps (Heidelberg), and the 98th ASG (Wuerzburg) with the four BSBs (Ansbach, Bamberg, Schweinfurt, Kitzingen); the main roads (Autobahn and Bundesstrasse); and the distance in miles from Wuerzburg.



Distance in miles from Wuerzburg (98th ASG) to:

235th BSB	Ansbach	48 miles	77 km
279 th BSB	Bamberg	49 miles	79 km
280 th BSB	Schweinfurt	29 miles	47 km
417 th BSB	Kitzingen	12 miles	19 km
HQ USAREUR/EURO IMA/7A	Heidelberg	101 miles	163 km
6 th ASG	Stuttgart	89 miles	143 km
415 th BSB	Kaiserslautern	135 miles	217 km

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PART VI MISCELLANEOUS INFORMATION

The 98th ASG WUERZBURG

History

On 7 June 1991 the military communities of Aschaffenburg, Schweinfurt and Greater Wuerzburg combined to form the first provisional Area Support Group (ASG) under the U.S. Army Europe Community Command Plan (CCP).

The 98th Area Support Group, headquartered in Wuerzburg's Faulenberg Kaserne, was officially activated by USAREUR 1 October 1991. With a population of approximately 14,000 soldiers and 18,000 family members, the 98th ASG consisted of three Base Support Battalions (BSBs, formerly called military communities) Wuerzburg, Schweinfurt and USMCA Aschaffenburg. Within the Wuerzburg BSB were four Area Support Teams (ASTs), located in Giebelstadt, Kitzingen, Wertheim and Wuerzburg.

In FY92 USMCA Aschaffenburg deactivated.

In FY93 AST Wertheim deactivated and the 417th BSB moved to Kitzingen, a former AST. Wuerzburg is now an AST of the 417th BSB Kitzingen.

In October 1993 the 98th ASG gained two BSBs, the 235th BSB Ansbach which includes AST Illesheim and the 279th BSB Bamberg from the deactivating 99th ASG Nuernberg.

On 01 October 2002 (FY03), the 98th ASG will become part of the EURO IMA, an Army Transformation of Installation Management initiative. We all look forward to good things to come in the future.

The 98th ASG is located at Wuerzburg's Faulenberg Kaserne, building 208. This Kaserne was used from 1879 to 1945 by German soldiers. Within a few minutes walking distance from Faulenberg is Leighton Barracks, home to the 1st Infantry Division Headquarters.

SUPPORTED BSBs:

235th BSB ANSBACH, UNIT 28614, APO AE 09177
279th BSB BAMBERG, UNIT 27535, APO AE 09139
280th BSB SCHWEINFURT, CMR 457, APO AE 09033
417th BSB KITZINGEN, UNIT 26137, APO AE 09031

AVERAGE POPULATION:

CIVILIAN EMPLOYEES (DAC, FM, LN): 230

[Source: 98th ASG manning document]

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PART VI MISCELLANEOUS INFORMATION

235th BSB Ansbach with AST Illesheim

About 72 miles south-east of Wuerzburg is Ansbach, home of the 235th BSB. This BSB consists of five installations: Katterbach, Bleidorn, Barton, Shipton and Bismark, plus AST Illesheim, Stork Barracks.

Barton Barracks is the community headquarters. The 235th BSB provides housing, logistical, and recreational support to the community. The BSB footprint is home to the largest concentration of aviators in the European theater; the 4th Brigade 11D located at Katterbach and the 11th Aviation Brigade located at Stork Barracks, Illesheim. Five miles away is 6-52 ADA Battalion with over 800 Air Defense Artillery.

Ansbach and Illesheim each offer a wide variety of community activities from arts and crafts to youth sports. Ansbach has a newly renovated PX, shopette, and sound center offering a wide range of quality merchandise. Both communities offer excellent medical, dental, financial, and child care facilities.

The BSB contains one American High School and two Elementary Schools within the Ansbach area and one Elementary School at Illesheim.

MAJOR UNITS SUPPORTED:

4th BDE, 11D
11th AVN BDE
6-52 ADA
45th MED
7-159th MAINT
87th MED
536th DISP
601st AVN MAINT

AVERAGE POPULATION:

SOLDIERS 3150

FAMILY MEMBERS 3914

CIVILIAN EMPLOYEES (DAC, FM, LN, other): 857

[Source: 98th ASG, S2/3 demographics 3rd QTR FY02]

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279th BSB Bamberg

About 50 miles east of Wuerzburg is Bamberg, home of the 279th BSB, which includes Warner Barracks, Muna Kaserne and the Bamberg Army Airfield.

Warner Barracks is the home of the community headquarters and the headquarters of 1st Infantry Division Artillery and the Engineer Brigade, 1st Infantry Division. The 297th BSB provides housing, logistical and recreational support for the community. Adjacent to Warner Barracks is a 1400 acre local tactical training area. The Muna Kaserne serves as a highly efficient supply depot and railhead. The Bamberg Army Airfield serves as a base for limited helicopter operations.

Bamberg is a great place to live. The Morale, Welfare and Recreation facilities in Bamberg include craft shops, clubs, a library, a movie theatre, an entertainment theatre, and a teen center. Recreational facilities include gymnasiums, indoor/outdoor tennis courts, a bowling alley, skeet range and golf course. Bamberg is proud to have the only artificial turf football field and all purpose rubberized track in USAREUR/EURO IMA. Additionally, the Rod and Gun Club has its own fishing lake. Medical, dental, financial, travel and child care services are also available.

The Elementary School and the High School are within walking distance of the two main housing areas.

MAJOR UNITS SUPPORTED:

HQ, 1st Infantry Division Artillery
HQ, Engineer Brigade 1st Infantry Division
3rd Battalion, 1st Field Artillery
2nd Battalion, 14th Field Artillery (MLRS)
5th Battalion, 2nd Air Defense Artillery
82nd Engineer Battalion
16th Engineer Battalion

AVERAGE POPULATION:

SOLDIERS 2938

FAMILY MEMBERS 3514

CIVILIAN EMPLOYEES (DAC, FM, LN, other): 746

[Source: 98th ASG, S2/3 demographics 3rd QTR FY02]

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280th BSB Schweinfurt

About 25 miles north of Wuerzburg is Schweinfurt, home of the 280th BSB, which includes Ledward Barracks and Conn Barracks.

Ledward Barracks is the community's headquarters. The 280th BSB provides housing, logistical and recreational support for the community. Five miles away, at Conn Barracks, is the headquarters for the 1st Infantry Division's 1st Brigade. One of the largest simulation facility sites in the Army is also located there.

In Schweinfurt one can find all the comforts of home. The community has a commissary, PX, two libraries, a gas station and auto parts store, a movie theater, an arts and crafts center, and an auto repair shop and strip yard. Recreational facilities include two gymnasiums, baseball and softball fields, a bowling alley and tennis courts. Medical, dental, financial, educational, and child care services are also available.

Schweinfurt also has two housing areas located close to the installations. These are Askren Manors and Yorktown Village. Within walking distance of the two main Schweinfurt housing areas are the elementary and junior high schools. High school students attend Wuerzburg American High School.

MAJOR UNITS SUPPORTED:

1st Brigade, 1st Infantry Division
3rd Squadron, 4th Cavalry Regiment
5th Battalion, 41st Field Artillery
10th Engineer Battalion
3rd Support Battalion
1/15 Infantry Battalion
2/15 Infantry Battalion
2nd Battalion, 64th Armor

AVERAGE POPULATION:

SOLDIERS 4867

FAMILY MEMBERS 4877

CIVILIAN EMPLOYEES (DAC, FM, LN, other): 992

[Source: 98th ASG, S2/3 demographics 3rd QTR FY02]

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417th BSB Kitzingen with AST Wuerzburg and AST Giebelstadt

About 12 miles south of Wuerzburg is Kitzingen, home of the 417th BSB, which includes Larson Barracks and Harvey Barracks. Wuerzburg and Giebelstadt Army Airfield comprise the 417th BSB's Area Support Teams.

The Morale, Welfare and Recreation facilities in the Kitzingen BSB include clubs, bowling alleys, craft shops and physical readiness centers. Other services include libraries, the chapels, an Army Career and Alumni Program Office, social work services and excellent commissaries and AAFES shopping facilities.

Elementary Schools are located in Wuerzburg and Kitzingen. A middle school and high school are located on Leighton Barracks in Wuerzburg. Youth Service Centers offer a variety of activities for the community's children, including a Teen Club located by the fitness center on Leighton Barracks.

The BSB provides outstanding health care at its clinics and at the 67th Evacuation Hospital in Wuerzburg.

MAJOR UNITS SUPPORTED:

HQ, 1st Infantry Division
HQ, 69th Air Defense Brigade
HQ, Division Support Command, 1st Infantry Division
67th Combat Support Hospital
5th Battalion 158th Aviation
4th Battalion 3rd Air Defense
103rd Military Intelligence Battalion
123rd Signal Battalion
17th Signal Battalion
703rd Main Support Battalion

AVERAGE POPULATION:

SOLDIERS 6344

FAMILY MEMBERS 7224

CIVILIAN EMPLOYEES (DAC, FM, LN, other): 2193

[Source: 98th ASG, S2/3 demographics 3rd QTR FY02]

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PART VI MISCELLANEOUS INFORMATION**HISTORY OF THE 1D INFANTRY DIVISION**

We are a proud member of the oldest continuously serving division in the United States Army. Since 1917, we have kept our nation safe, making the selfless sacrifice to preserve freedom. From fighting with Pershing in Cantigny, to rebuilding nations in the Balkans, the 1st Infantry Division was there... *We are the Big Red One! DUTY FIRST!*

In the beginning when the Black Lions of Cantigny sought revenge against the Kaiser's forces at Cantigny... From the Soissons and Meuse-Argonne till we crossed the Rhine on to *Victory*, we leaned forward... *We are the Big Red One! DUTY FIRST!*

With are reputation for 'no mission too difficult, no sacrifice too great', FDR called upon us in '42, and once again we saluted proudly and moved out.

From Oran through Tunisia, we were there... we took a pounding at the Kasserine Pass, but pressed onward with Patton to Gafsa until the Afrika Korps bowed... Through mountainous terrain, I broke the back of German resistance in Sicily for... *We are the Big Red One! DUTY FIRST!*

From the beaches of North Africa, across the rocky terrain of Sicily, we stepped out of the surf onto Omaha Beach, where our leadership took charge of a desperate situation and said, "Two kinds of people are staying on this beach! The dead and those who are going to die! Now let's get the hell out of here!"

So on once again to Soissons, we helped liberate France and Belgium... and stood our ground at the "Bulge" in the Ardennes. Breaking throughout the 'impenetrable' Siegfried Line we swept through Aachen and crossed the Roer and the Rhine, proclaiming... *We are the Big Red One! DUTY FIRST!* We accepted a different challenge in '65 when we were the first division to set foot on the soil of Vietnam... Not only were we fighting a different enemy, we also fought the jungle... we cleared the Trapezoid, the Iron Triangle, the Catcher's Mitt, both the Song Be and Saigon Corridors, and Thunder Road... we showed the North Vietnamese Army and the Viet Cong they couldn't win an all-out war against us, and won the hearts and minds of an entire nation for... *We are the Big Red One! DUTY FIRST!* In the Persian Gulf, duty called and we answered. Over a span of 100 hours, we destroyed the will of an Iraqi army and Hussein's elite Republican Guard units through sheer firepower and speed, for... *We are the Big Red One! DUTY FIRST!*

We wrote another chapter in our annals when we deployed as a covering force to the war-torn country of Bosnia- Herzegovina. Instead of fighting a war, we were fighting to enforce an unstable peace agreement between three former warring factions. We were tested at Celic and Gajevi, when an armed altercation threatened the fledgling peace process, but we kept our cool and focus, bringing a tense situation under control for... *We are the Big Red One! DUTY FIRST!* From Brcko to Tuzla, and Dobojo to Ugljivica, we worked side-by-side with countries we trained for years to fight against. We brought families back together in Tuzla and helped rebuild schools and roads in Brcko. You were with me when I took command of Multinational Division-North... where we proved we are as good a peacemaker as we are warfighters, for...

We are the Big Red One!

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NOTES:

This image shows a full page of white paper with horizontal dotted lines. The lines are evenly spaced and run across the width of the page, providing a guide for handwriting practice. There are no margins, text, or other markings on the page.